



State of Vermont

AGENCY OF HUMAN SERVICES

OFFICE OF THE SECRETARY  
103 South Main Street  
Waterbury, Vermont 05671-0204

June 28, 2010

Mr. Robert Aaronson  
Director, Division of Cost Allocation  
Department of Health and Human Services  
26 Federal Plaza, Room 41-122  
New York, NY 10278

Dear Mr. Aaronson:

Below you will find various amendment notifications for cost allocation plans within the Vermont Agency of Human Services. These updates are effective April 1, 2010.

Agency of Human Services Central Office (AHSCO)

The Agency of Human Services Central Office (AHSCO) has updated program codes previously appearing in VISION data. While these program codes have been highlighted in red in the narrative, we have included a chart below:

| Plan Dept. | Plan Dept. Name   | Allocation Method   |
|------------|---|---|
| 41499.1    | <b>MMIS – TA <del>MOVE-IAPD</del></b>                                 | Results of AHS staff time studies or positive reporting directly to time sheets |
| 41607.1    | <b>VIEWS – DDI (development)</b><br><b><del>VIEWS-MOVE-IAPD</del></b> | Results of AHS staff time studies or positive reporting directly to time sheets |
| 41608.1    | <b><del>5010-MOVE-IAPD</del></b>                                      | Results of AHS staff time studies or positive reporting directly to time sheets |

The Agency of Human Services Central Office (AHSCO) has deleted a program code previously appearing in VISION data. While this program code has been lined-through in the narrative and highlighted in red, we have included a chart below:

| Plan Dept. | Plan Dept. Name                      | Allocation Method            |
|------------|--------------------------------------|------------------------------|
| 37975.1    | <b><del>360 Planning Grant</del></b> | Direct to 360 Planning Grant |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Department for Children and Families (DCF)

The Department for Children and Families (DCF) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

| Plan Dept. | Plan Dept. Name                   | Allocation Method                                       |
|------------|-----------------------------------|---|
| 40434      | OJP Youth Delinquency Prevention  | Direct to Earmarks                                      |
| 41602      | SCHIP Costs                       | Direct to SCHIP   |
| 40370      | Emergency Food Assistance (TEFAP) | Direct to the Emergency Food Assistance Program (TEFAP) |
| 38075      | Family Court Costs                | Direct to Title IV-D                                    |

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

| Plan Dept. | Plan Dept. Name             | Allocation Method                     |
|------------|-----------------------------|---------------------------------------|
| 43967      | TBI Employment Grant        | Direct to TBI Employment Grant        |
| 43986      | MIPPA MEA – AAA             | Direct to MIPPA MEA - AAA             |
| 43987      | MIPPA MEA – ADRC            | Direct to MIPPA MEA - ADRC            |
| 43988      | MIPPA 2007 LIS/MSP Outreach | Direct to MIPPA 2007 LIS/MSP Outreach |
| 43989      | MIPPA 2008 LIS/MSP Outreach | Direct to MIPPA 2008 LIS/MSP Outreach |

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has identified a new program code appearing in VISION data. While all this program code has been added to the narrative and highlighted in red, we have included a chart below:

| Plan Dept. | Plan Dept. Name    | Allocation Method  |
|------------|--------------------|--------------------|
| 1012.1     | MOVE project 90/10 | Direct to MMIS 90% |

The Office of Vermont Health Access (OVHA) has identified updated program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart below:

| Plan Dept. | Plan Dept. Name                      | Allocation Method                                |
|------------|--------------------------------------|--|
| 1010.1     | VIEWS – MOVE                         | <del>Direct to 50%</del> Per approved IAPD       |
| 1011.1     | 5010                                 | Direct to 5010 <del>90%</del> IAPD               |
| 41499.101  | MMIS - TA                            | Direct to MMIS 90% <del>FMAP</del>               |
| 41607.101  | VIEWS – DDI (development)            | Per approved IAPD <del>Direct to FMAP 50%</del>  |
| 41608.101  | 5010                                 | Direct to 5010 IAPD <del>FMAP 90%</del>          |
| 41609.101  | VIEWS – Enhanced – DDI (development) | Per approved IAPD <del>Direct to FMAP 90%</del>  |
| 41612.101  | MMIS – IV&V                          | Direct to MMIS 90% <del>Direct to FMAP 90%</del> |
| 41613.101  | MMIS – DDI                           | Direct to MMIS 90% <del>Direct to FMAP 90%</del> |
| 41614.101  | VIEWS – IV&V                         | Per approved IAPD <del>Direct to FMAP 50%</del>  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

The Office of Vermont Health Access (OVHA) has identified a deleted program code appearing in VISION data. While all this program code has been added to the narrative and highlighted in red, we have included a chart below:

| Plan Dept. | Plan Dept. Name | Allocation Method        |
|------------|-----------------|--------------------------|
| 1006.3     | IT 90/10        | Direct to Medicaid Admin |

Vermont Department of Health (VDH)

The Vermont Department of Health (VDH) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart below:

| Plan Dept.   | Plan Dept. Name                                | Allocation Method  |
|--------------|--|--|
| <b>39525</b> | Healthy Communities – ARRA                     | Direct to Healthy Communities – ARRA                     |
| <b>39633</b> | Tobacco Quit-Lines – ARRA                      | Direct to Tobacco Quit-Lines – ARRA                      |
| <b>39718</b> | ARRA – WIC - Projects                          | Direct to ARRA –WIC - Projects                           |
| <b>39486</b> | Dollar Tree Settlement Blood Lead Filter Paper | Direct to Dollar Tree Settlement Blood Lead Filter Paper |
| <b>41499</b> | MMIS-TA  | Direct to MMIS-TA  |

Department of Mental Health

The Department of Mental Health (DMH) has identified a new program code appearing in VISION data. While this program code has been added to the narrative and highlighted in red, we have included a chart of these additions below:

| Plan Dept.   | Plan Dept. Name | Allocation Method        |
|--------------|-----------------|--------------------------|
| <b>41499</b> | <b>MMIS-TA</b>  | <b>Direct to MMIS-TA</b> |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **Cost Impact Assessment**

**Category 1** – Programs in this category are administrative allocations used to accurately reflect costs to federal benefiting programs across AHS. Overall there will be no federal effect with these new programs.

**Category 2** - Programs in this category are used to identify new grants 100% federally funded.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

**Category 4** – Program codes being moved from one Planned Department category to another with no changes in funding.

**Category 5** – Updates in this category do have an adverse affect on federal funding.

**Category 6** – Updates in narrative wording only with no change in the actual allocation method.

**Category 7** – Deleted program. Program has expired or been terminated.

Note: All other program code changes identified in red on the CAP narrative are narrative updates only and have no impact on funding.

### **Agency of Human Services Central Office (AHSCO)**

The Agency of Human Services Central Office (AHSCO) has made two changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

- 41607 VIEWS – DDI (development) ~~VIEWS-MOVE IAPD~~
- 41608 5010-~~MOVE IAPD~~
- 41499 MMIS – TA ~~MOVE IAPD~~

**Category 7** – Deleted program. Program has expired or been terminated.

- 37975 360 Planning Grant

### **Department for Children and Families (DCF)**

The Department for Children and Families (DCF) made updates to the narrative portion that serve only to clarify the language in the cost allocation plan. They do not result in any change in federal funding. Additionally, the following categories of updates were made.

**Category 2** - Programs in this category are used to identify new grants 100% federally funded.

- 40434 OJP Youth Delinquency Prevention

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

- 38075 OCS Family Court Costs
- 38070 Legal
- 41602 SCHIP Costs

**Category 4** – Program codes being moved from one Planned Department category to another with no changes in funding.

- 40370 Emergency Food Assistance (TEFAP)

**Category 6** – Updates in narrative wording only with no change in the actual allocation method.

- 40962 ARRA FSCO SNAP

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) has made a change to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

- 43967 TBI Employment Grant
- 43986 MIPPA MEA – AAA
- 43987 MIPPA MEA – ADRC
- 43988 MIPPA 2007 LIS/MSP Outreach
- 43989 MIPPA 2008 LIS/MSP Outreach

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

- 1010.1 VIEWS – MOVE
- 1011.1 5010
- 1012.1 MOVE project 90/10
- 41499 MMIS - TA
- 41607 VIEWS – DDI (development)
- 41608 5010
- 41609 VIEWS – Enhanced – DDI (development)
- 41612 MMIS – IV&V
- 41613 MMIS – DDI
- 41614 VIEWS – IV&V

**Category 7** – Deleted program. Program has expired or been terminated.

- 1006.3 IT 90/10

Vermont Department of Health (VDH)

The Vermont Department of Health (VDH) has made the following changes to the Cost Allocation Plan this quarter.

**Category 2** - Programs in this category are used to identify new grants 100% federally funded.

- 39525 Healthy Communities – ARRA
- 39633 Tobacco Quit-Lines – ARRA
- 39718 ARRA – WIC - Projects

**Category 3** – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

- 39486 Dollar Tree Settlement Blood Lead Filter Paper
- 41499 MMIS-TA

Department of Mental Health (DMH)

The Department of Mental Health (DMH) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

- 41499 MMIS-TA

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

We appreciate your cooperation. If you have any questions, please do not hesitate to contact Jim Giffin at (802) 241-2949.

Sincerely,

Robert D. Hofmann  
Secretary  
Agency of Human Services

|     |                 |                   |                    |
|-----|-----------------|-------------------|--------------------|
| cc: | Al Johnson      | Hugh McCaslin     | Mike Mooradian     |
|     | Allan Merritt   | Jill Gould        | Monica Light       |
|     | Ben Black       | Jim Euber         | Patrick Burke      |
|     | Bill Kelly      | Jim Giffin        | Peter Bestenbostel |
|     | Carrie Hathaway | Jim Mall          | Rob Roberts        |
|     | Connie Harrison | Joan Adams        | Sherie Barbour     |
|     | David Cohen     | Kevin O'Connell   | Shirley Dow        |
|     | Ed Dwinell      | Leo Clark         | Ursula Boehringer  |
|     | Gary Leach      | Mary Ann Alligood |                    |
|     | Heidi Hall      | Matt Riven        |                    |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **Agency of Human Services Central Office (AHSCO)**

### **I. Introduction**

The following narrative represents the cost allocation plan (CAP) for the State of Vermont, Agency of Human Services (AHS). For purposes of this narrative, AHS is also referred to as the “Office of the Secretary”, as it is the Secretary’s Office that provides support functions, while all direct services, with the exception of certain grants, are administered by the departments that fall under this umbrella agency. The Departments which fall under AHS are Department of Children and Family Services (DCF); Department of Disabilities, Aging and Independent Living (DAIL); Office of Vermont Health Access (OVHA); the Vermont Department of Health (VDH); and the Department of Mental Health (DMH).

The mission of the AHS Office of the Secretary is to:

- Ensure that citizens, policy makers, and service providers are knowledgeable about the well being of Vermonters;
- Promote integrated planning, delivery, and evaluation of resources and services; and
- Ensure that Agency resources (personnel, fiscal, technology, and space) are managed effectively.

### **II. Organization**

The AHS Secretary oversees the four divisions within AHS in addition to the Human Services Board, the Vermont Developmental Disabilities Council, Field Services, Committee for National and Community Services and the Investigations Unit.

#### ***Division of Administrative Services:***

The Division coordinates the development of the Agency’s budget to ensure that departmental programs reflect the Governor’s priorities and are in compliance with legislative requirements. The Division develops financial status reports and monitors key program performance indicators for each Agency department and office. The Division’s fiscal unit coordinates all federal block grant and statewide single audit functions and updates federal cost allocation plans as necessary. The Division’s Audit Unit performs monitoring functions agency wide. The Division’s Health Care Integrated Unit monitors health care expenditures and revenues functions statewide. The Division’s data processing group coordinates the deployment of new centralized systems and software applications that allows both Agency district offices and community sites to share data appropriately across geographic and organizational boundaries. The Division also coordinates the efficient use of 720,000 square feet of AHS office space statewide.

#### ***Division of Human Resources:***

AHS HS staff supports all Agency personnel management functions for an Agency workforce of approximately 3,300 employees.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

***Division of AHS Healthcare Operations, Compliance and Improvement:***

The Division works in partnership with communities and state entities to improve the well-being of Vermonters through the planning, coordination, and evaluation of human services. The Division engages in prevention planning, training and technical assistance, and evaluation with AHS Departments and other state agencies and non-governmental partners. It assists communities to assess their strengths and assets and to articulate clear and consistent goals, develop integrated and effective strategies, and deploy resources efficiently. The Division also engages in federal grant compliance monitoring and helps communities to evaluate their initiatives. The Division publishes annual summaries of Vermont State and community performance on more than 50 indicators of well-being.

***Division of Rate Setting:***

The Division audits and establishes choices for care payment rates for nursing facilities and private non-medical institutions for the Department of Children and Families Services (DCF) as well as intermediate care facilities for people with developmental disabilities for the Department of Disabilities, Aging and Independent Living (DAIL). Through the application of its rules, the Division evaluates the reasonableness and allowability of program budgets and expenditures to ensure both cost containment and quality of care.

***Human Services Board:***

The Board is a citizen's panel consisting of seven members created by the legislature pursuant to 3 V.S.A., Sec. 3090. Its duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of departments and programs within AHS. The Board conducts hearings and issues written decisions in accordance with its rules and its statutory responsibilities. The Board also certifies Family Court copies of Child Support Orders issued by the Board prior to the creation of the Family Court.

***Vermont Developmental Disabilities Council:***

The Developmental Disabilities Council works to ensure that all people with developmental disabilities receive the opportunities, assistance, and services necessary to live independently and productively in integrated community settings. The Council engages in advocacy, capacity building, and systems change activities. It contributes to a self-directed and family-centered system of community services, individualized supports, and other forms of assistance that enable self-advocates to exercise self-determination, to be independent, productive, and included in all facets of community life.

***Assistant Attorney General:***

The chief legal advisor to the Secretary and her staff offer legal counsel and input to the Agency and the departments within the Agency.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



### ***Field Services Division***

This division has broad responsibility for the operations of all Agency of Human Services functions within each region. Regional Field Directors are charged with assuring the optimal functioning of the Agency, oversight of district offices and mobilization of the local community to design and implement a human services system which contributes to the health and well being of all Vermonters.

### ***Committee for National and Community Services***

The ~~Commission~~ **Committee** administers several federal grants to support community based initiatives throughout the state. The programs include Neighbor to Neighbor, the Dream mentoring initiative, the Northeast Kingdom Initiative, the Vermont Youth Development Corps, and Vermont Community Stewardship program.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

### III. Plan Departments (Cost Pools) and Allocation Methodologies

Plan Department:

#### State Wide Indirect Cost Allocation Plan (SWICAP)

Nature and Extent of Services: The State of Vermont, Agency of Administration negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to AHS are included in the CAP and allocated to the appropriate benefiting objectives.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                            | <b>Description</b>                                  | <b>Allocation Method</b>       |
|-------------------|---|---|--------------------------------|
| 1000.1            | <b>SWICAP- DCF-Family Services</b>                | DCF-FS Allocation of State Wide Indirect Costs      | Directly charged to DCF        |
| 1000.2            | <b>SWICAP- DCF-Economic Services</b>              | DCF-ES Allocation of State Wide Indirect Costs      | Directly charged to DCF        |
| 1000.3            | <b>SWICAP-Corrections</b>                         | Corrections Allocation of State Wide Indirect Costs | Directly charged to CORR       |
| 1000.4            | <b>SWICAP-OVHA</b>                                | OVHA Allocation of State Wide Indirect Costs        | Directly charged to OVHA       |
| 1000.5            | <b>SWICAP-Health (VDH)</b>                        | VDH Allocation of State Wide Indirect Costs         | Directly charged to VDH        |
| 1000.6            | <b>SWICAP- DAIL</b>                               | DAIL Allocation of State Wide Indirect Costs        | Directly charged to DAIL       |
| 1000.7            | <b>SWICAP- DMH</b>                                | DMH Allocation of State Wide Indirect Costs         | Directly charged to DMH        |
| 1000.8            | <b>SWICAP- Developmental Disabilities Council</b> | DD Allocation of State Wide Indirect Costs          | Directly charged to DD Council |
| 1000.9            | <b>SWICAP- AHS</b>                                | AHS Allocation of State Wide Indirect Costs         | Number of Staff Across AHS     |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

### Single Audit

Nature and Extent of Services: The Single State Audit is administered annually by an outside accounting firm that has entered into a contract with the State of Vermont. This work is put out to bid yearly. The contractor works with the State Auditor's Office as well as Central Office staff to calculate the payment for which AHS is responsible.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
| 1002.2            | <b>Single Audit-State Auditors Office Financial Statement and Internal Controls along with OMB A-133 Compliance Reviews</b> | AHS-CO is responsible for payment of that portion of the contract which is applicable to the entire Agency of Human Services (as determined by the Auditor's office). | Audit cost for Financial Statement and Internal Controls is allocated to all Departments based allocations provided by the State Auditors Office. Compliance costs are allocated to all federal programs based on the specific number of State Auditors Office contractor staff hours billed to each CFDA number. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Attorney General's Office**

Cost in VISION attributable to the Attorney General's Office managed by the AHS Central Office.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>     | <b>Description</b>                   | <b>Allocation Method</b>         |
|-------------------|----------------------------|--------------------------------------|----------------------------------|
| 1300.1            | <b>AAG's Office - DCF</b>  | DCF Allocation of AAG's Office Cost  | Direct to DCF                    |
| 1300.2            | <b>AAG's Office - DAIL</b> | DAIL Allocation of AAG's Office Cost | Direct to DAIL                   |
| 1300.3            | <b>AAG's Office - VDH</b>  | VDH Allocation of AAG's Office Cost  | Direct to VDH                    |
| 1300.4            | <b>AAG's Office - AHS</b>  | AHS Allocation of AAG's Office Cost  | Allocated per Indirect Cost Plan |
| 1300.5            | <b>AAG's Office - OVHA</b> | OVHA Allocation of AAG's Office Cost | Direct to OVHA                   |
| 1300.6            | <b>AAG's Office - DAIL</b> | DAIL Allocation of AAG's Office Cost | Direct to DAIL                   |
| 1300.7            | <b>AAG's Office - DMH</b>  | DMH Allocation of AAG's Office Cost  | Direct to DMH                    |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**AHS Field Directors**

Costs in VISION attributable to the Field Director's activities, who are under the direction of the AHS Secretary's Office. Activities include costs for flexible funding initiatives, regional coordination grants, and other operating costs of regional coordination.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>   | <b>Allocation Method</b>               |
|-------------------|------------------------|--|--|
| 40450.1           | <b>Field Services</b>  | Costs associated with Field Services staff salaries and benefits | Results of Field Services Time Studies |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**AHS Administrative Management Fund**

Nature and Extent of Services: The AHS Administrative Management Fund

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                    | <b>Description</b>  | <b>Allocation Method</b>                     |
|-------------------|---|---|--|
| 1700.1            | <b>AHS Administrative Management Fund</b> | Costs associated with the AHS Administrative Management Fund. | Direct to AHS Administrative Management Fund |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Secretary's Office Indirect Cost Plan**

Nature and Extent of Services: The Secretary's Office Indirect Cost Plan.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                       | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|--|---|----------------------------|
| 1800.1            | <b>Secretary's Office Indirect Cost Plan</b> | Costs associated with the Indirect Cost Plan of the Vermont Agency of Human Services Secretary's Office. The current dollar amount is based on previous plans and at certain times during the fiscal year will need to be negatively or positively adjusted based on reconciling the plan amount. | Number of Staff Across AHS |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Secretary's Office**

Nature and Extent of Services: The Secretary's Office for the Agency of Human Services oversees the operations of the Agency, its Divisions, and Departments.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>          | <b>Description</b>                       | <b>Allocation Method</b>  |
|-------------------|---------------------------------|--|---|
| 37210.1           | <b>Secretary's Office Staff</b> | Office of the AHS Secretary and Staff    | Number of Staff Across AHS  |
| 32004.1           | <b>Training</b>                 | Costs associated with training of staff. | Number of Staff Across AHS  |
| 22222.1           | <b>Equipment Usage</b>          | Equipment costing over \$1,000 per item. | Cost is allocated to be the same as the staff person receiving that piece of equipment. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



Plan Department:

**Human Services Board Office**

Nature and Extent of Services: The Board's duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of departments and programs within the Agency of Human Services. The Board conducts hearings and issues written decisions in accordance with its rules and its statutory responsibilities. The Board also certifies Family Court copies of Child Support Orders issued by the Board prior to the creation of the Family Court.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>      | <b>Description</b>  | <b>Allocation Method</b>                            |
|-------------------|-----------------------------|---|---|
| 37220.1           | <b>Human Services Board</b> | This four-member unit conducts fair hearings regarding clients who feel that they have been disadvantaged within the Agency of Human Services system. | Results of Human Services Board staff time studies. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Personnel Unit**

Nature and Extent of Services: Personnel Unit within the Division of Administrative Services.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                     | <b>Description</b>  | <b>Allocation Method</b>                                   |
|-------------------|--|---|--|
| 37001.1           | <b>Human Resources Director and Staff</b>                  | Personnel chief and administrative assistant are responsible for oversight of the entire Personnel unit and supervision of personnel administrators and assistants.                     | Quarterly Allocation of Personnel Staff - Staff Across AHS |
| 37000.1           | <b>Personnel Administrators &amp; Personnel Assistants</b> | Staff who process all personnel actions for the Agency's 3300+ employees, as well as provide training and guidance to managers/supervisors regarding labor relations law and practices. | Quarterly Allocation of Personnel Staff - Staff Across AHS |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Fiscal Unit**

Nature and Extent of Services: Fiscal Unit within the Division of Administrative Services.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                  | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
| 37010.1           | <b>Staff Accountant-AHS- Operations Financial Staff</b> | Financial staff assigned directly to AHS-CO fiscal duties; responsibilities include budget development & monitoring, preparation of quarterly cost allocation, all financial reports, and fiscal support to grant programs administered through the AHS-CO.  | Salary and benefit costs for the staff accountant are allocated based on the percentages derived from the quarterly allocation of salaries and benefits for all Secretary's Office staff. |
| 37020.1           | <b>Federal Funds Management Unit</b>                    | This unit's primary responsibility is the management and accountability of federal funds. Duties performed within this unit include the development and preparation of departmental cost allocation & indirect cost plans, federal expenditure reporting, cash management of federal funds, and compliance with federal regulations. | Results of Financial AHS Time Study   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Fiscal Unit (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>             | <b>Description</b>   | <b>Allocation Method</b>             |
|-------------------|------------------------------------|--|--------------------------------------|
| 37040.1           | <b>Agency Chief Fiscal Officer</b> | As the chief fiscal officer, this position has oversight and responsibility for all Agency fiscal matters. This includes direct supervision of the Federal Funds Management Unit and the Budget Services Unit, as well as continual interaction with the departmental business managers. This position is an integral member in the establishment of Agency-wide budget priorities and budget presentation to the State legislature. | Results of Financial AHS Time Study  |
| 37050.1           | <b>Operations Coordinator</b>      | Costs associated with the Operations Coordinator.  | Number of Staff Across AHS           |
| 37011.1           | <b>Audit Unit</b>                  | Costs associated with monitoring A133 audit issues and with monitoring the agreements with sub-recipients throughout the Agency.   | Results of the Audit Unit Time Study |
| 37012.1           | <b>Chief Auditor</b>               | This position oversees the operation of the Audit Unit.  | Results of the Audit Unit Time Study |
| 37013.1           | <b>Health Care Integrated Unit</b> | Costs associated with managing of the health care expenses and revenues statewide  | Direct to Medicaid Administration    |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

### Computer Services Unit

Nature and Extent of Services: Computer Services Unit within the Division of Administrative Services.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                      | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
| 37070.1           | <b>Computer Services Unit</b>                               | This unit provides technical support, direction, and coordination of all computer development areas for the entire Agency of Human Services. | Results of AHS Computer Services Time Study                                     |
| 37075.1           | <b>Bennington DO move</b>                                   | This is a special project to move staff out of a building in Bennington that was found to be the cause of several cases of illness.          | Results of AHS Computer Services Time Study                                     |
| 41499.1           | <b>MMIS – TA <del>MOVE-IAPD</del></b>                       | Approved IAPD to procure and implement MMIS system.  | Results of AHS staff time studies or positive reporting directly to time sheets |
| 41607.1           | <b>VIEWS – DDI (development) <del>VIEWS-MOVE-IAPD</del></b> | Approved procure and implement Medicaid Eligibility System.  | Results of AHS staff time studies or positive reporting directly to time sheets |
| 41608.1           | <b>5010-<del>MOVE-IAPD</del></b>                            | CMS required upgrade to MMIS system related to HIPPA.  | Results of AHS staff time studies or positive reporting directly to time sheets |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Division of AHS Healthcare Operations, Compliance and Improvement**

Nature and Extent of Services: The Division works in partnership with communities and state entities to improve the well-being of Vermonters through the planning, coordination, and evaluation of human services.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>   | <b>Description</b>                                   | <b>Allocation Method</b>   |
|-------------------|--|--|--|
| 37101.1           | <b>Director of Health Care Operations, Compliance and Improvement.</b> | Project work assigned by the AHS Secretary's Office. | Direct to Medicaid Administration                                      |
| 37110.1           | <b>AHS Healthcare Operations, Compliance and Improvement</b>           | Support staff provides assistance for the Division.  | Results of Time Study based on one month each quarter for 100% of time |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**Tobacco Evaluation and Review Board Administrator**

Nature and Extent of Services: The purpose of this board is to provide information to youth about the dangers of smoking.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                   | <b>Description</b>   | <b>Allocation Method</b> |
|-------------------|--|--|--------------------------|
| 37900.1           | <b>Tobacco Evaluation and Review Board Administrator</b> | Administrator of the Tobacco Board. The purpose of this board is to provide information to youth about the dangers of smoking. | Direct to Tobacco Funds  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department:

**State Refugee Coordinator**

Nature and Extent of Services: Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>  | <b>Allocation Method</b>              |
|-------------------|--|---|---------------------------------------|
| 37530.1           | <b>State Refugee</b>                           | Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment. | Direct to Refugee Resettlement Grant  |
| 37531.1           | <b>State Refugee Coordinator-Refugee Admin</b> | Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment. | Direct to Refugee Resettlement Grant  |
| 37532.1           | <b>Refugee School Impact</b>                   | Funding to Vermont schools for refugee children.  | Direct to Refugee School Impact Grant |

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Plan Department:

**Commission for National and Community Services**

Nature and Extent of Services: Commission administers programs to support community based initiatives throughout the state.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>   | <b>Description</b>   | <b>Allocation Method</b>                                |
|-------------------|--|--|---|
| 37965.1           | <b>Committee for National and Community Services</b>   | Administrative cost for staff to support community based initiatives.      | Direct to Committee for National and Community Services |
| 37964.1           | <b>Committee for National and Community Services-PDAT grant</b>  | National and Community Service Act of 1990 for community based initiatives | Direct to PDAT grant                                    |
| 37963.1           | <b>Committee for National and Community Services-Disability grant</b>  | National and Community Service Act of 1990 for community based initiatives | Direct to Disability grant                              |
| 37962.1           | <b>Committee for National and Community Services-Formula grant</b>   | National and Community Service Act of 1990 for community based initiatives | Direct to Formula grant                                 |
| 37961.1           | <b>Committee for National and Community Services-Competitive grant</b>   | National and Community Service Act of 1990 for community based initiatives | Direct to Competitive Grant                             |
| 37966.1           | <b>Committee for National and Community Services-funds from Vermont Health Dept in form of Memorandum of Understanding</b> | National and Community Service Act of 1990 for community based initiatives | Direct to VDH-MOU                                       |
| 37967.1           | <b>Committee for National and Community Services-American Recovery and Reinvestment Act</b>                                | National and Community Service Act of 1990 for community based initiatives | Direct to ARRA Formula grant funds                      |
| 37968.1           | <b>Committee for National and Community Services-American Recovery and Reinvestment Act</b>                                | National and Community Service Act of 1990 for community based initiatives | Direct to ARRA Competitive grant funds                  |

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Plan Department:

### **General Operating Expenses**

Nature and Extent of Services: Routine operating expenses (such as central services costs) that are not identifiable to a specific funding source are allocated to the various programs and departments.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>            | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|-----------------------------------|---|----------------------------|
| 37170.1           | <b>General Operating Expenses</b> | Routine operating expenses (such as central services costs) that are not identifiable to a specific funding source are allocated to the various programs and departments. | Number of Staff Across AHS |

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Plan Department:

### Grants and Contracts

Nature and Extent of Services: Grants and contracts administered by AHS-CO identifiable to a specific program and funding source.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>            | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|-----------------------------------|---|--|
| 42016.1           | <b>Health Care Administration</b> | Global Commitment Administration  | Based on percentage of units provided under Global Commitment, External Quality Review Program.  |
| 37700.1           | <b>Health Care Administration</b> | Global Commitment Administration  | Based on percentage of units provided under Global Commitment, Choices for care, SCHIP and all other related programs including Staff assigned to GC Programs. |
| 37710.1           | <b>Health Care Program</b>        | Global Commitment Program   | Based on percentage of units provided under Global Commitment, Choices for care, SCHIP and all other related programs  |
| 37715.1           | <b>ARRA Health Care Program</b>   | Global Commitment Program   | Based on percentage of units provided under Global Commitment, Choices for care, SCHIP and all other related programs  |
| 37975.1           | <b>360 Planning Grant</b>         | <del>Works with families, family organizations, and Regional Partnerships in Vermont to build regional peer support capacity and sustainable family support networks.</del> | <del>Direct to 360 Planning Grant</del>  |

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Plan Department:

**Legal Services**

Nature and Extent of Services: Contract with Vermont Legal Aid.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                   | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|--|--|--|
| 37190.1           | <b>Legal Services –Vermont Legal Aid</b> | The Agency contracts annually with VT Legal Aid to provide legal advice and representation to low income persons, such as representation in administrative proceedings before the Human Services Board, and other administrative and judicial proceedings. | Allocated to benefiting programs (TANF, Global Commitment, Social Services Block Grant) based on annual caseload data provided by VT Legal Aid for the most recently completed year. |
| 37405.1           | <b>Attorney General Civil Litigation</b> | Costs associated with civil litigation within the Attorney General's office.   | Direct to Admin Fund   |

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Plan Department:

### Administrative Funds

Nature and Extent of Services: Administrative cost incurred by the Central office as a revolving loan process with the Agency's Departments.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                  | <b>Description</b> | <b>Allocation Method</b>       |
|-------------------|---|--------------------|--------------------------------|
| 37410.1           | <b>AHS Net</b>                          |                    | Direct to Administrative Funds |
| 37415.1           | <b>Rent-Brattleboro</b>                 |                    | Direct to Administrative Funds |
| 37418.1           | <b>Rent-Chelsea</b>                     |                    | Direct to Administrative Funds |
| 37420.1           | <b>Rent-Middlebury</b>                  |                    | Direct to Administrative Funds |
| 37425.1           | <b>Rent-Morrisville</b>                 |                    | Direct to Administrative Funds |
| 37428.1           | <b>Rent-Randolph</b>                    |                    | Direct to Administrative Funds |
| 37430.1           | <b>Rent-Rutland-Merchants Row</b>       |                    | Direct to Administrative Funds |
| 37434.1           | <b>Rent-Winooski</b>                    |                    | Direct to Administrative Funds |
| 37435.1           | <b>Rent/Janitorial-Burlington</b>       |                    | Direct to Administrative Funds |
| 37436.1           | <b>Rent-Williston</b>                   |                    | Direct to Administrative Funds |
| 37440.1           | <b>Rent/Oil/Janitor-Rutland-West St</b> |                    | Direct to Administrative Funds |
| 37445.1           | <b>Rent/Utilities/Tax-St Jay</b>        |                    | Direct to Administrative Funds |
| 37465.1           | <b>Security-Burlington</b>              |                    | Direct to Administrative Funds |
| 37470.1           | <b>Janitorial-Middlebury</b>            |                    | Direct to Administrative Funds |
| 37475.1           | <b>Janitorial-St. Johnsbury</b>         |                    | Direct to Administrative Funds |
| 37480.1           | <b>Pest Control-Middlebury</b>          |                    | Direct to Administrative Funds |
| 37484.1           | <b>Rent-Springfield</b>                 |                    | Direct to Administrative Funds |
| 37485.1           | <b>Utilities-White River Junction</b>   |                    | Direct to Administrative Funds |
| 37486.1           | <b>Rent-White River Junction</b>        |                    | Direct to Administrative Funds |
| 37490.1           | <b>To Be Allocated</b>                  |                    | Direct to Administrative Funds |

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Plan Department:

**Misc. Grants and Contracts**

Cost in Vision attributable to miscellaneous grants and contract managed by the AHS Central Office.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>            | <b>Description</b> | <b>Allocation Method</b>   |
|-------------------|-----------------------------------|--------------------|----------------------------|
| 37180.1           | <b>Misc. Grants and Contracts</b> |                    | Misc. Grants and Contracts |
| 37709.1           | <b>Other Grants</b>               |                    | Other Grants               |
| 41002.1           | <b>Service Coordination</b>       |                    | Misc. Grants and Contracts |
| 41003.1           | <b>Direct Service Dollars</b>     |                    | Misc. Grants and Contracts |

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Plan Department:

**Vermont Developmental Disabilities Council**

Cost in Vision attributable to the Vermont Developmental Disabilities Council.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>        | <b>Description</b>   | <b>Allocation Method</b> |
|-------------------|-------------------------------|--|--------------------------|
| 37650             | <b>DDC Administration</b>     | Administrative costs associated with the Developmental Disabilities Council.     | Direct to DD Council     |
| 37651             | <b>DDC Steering Committee</b> | Costs associated with the Developmental Disabilities Council Steering Committee. | Direct to DD Council     |
| 37654             | <b>DDC Grants</b>             | Grants used in the Developmental Disabilities Council Program.                   | Direct to DD Council     |

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Plan Department:

**Rate Setting**

Nature and Extent of Services: Cost in Vision attributable to the Rate Setting Division

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>          | <b>Description</b>  | <b>Allocation Method</b>    |
|-------------------|---------------------------------|---|-----------------------------|
| 37308.1           | <b>Division of Rate Setting</b> | Costs for the entire Rate Setting Division within the Vermont Agency of Human Services. | Direct to Global Commitment |

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## **Department for Children and Family Services (DCF)**

### **I. Introduction**

The following narrative and supporting schedules represent the public assistance cost allocation plan for the State of Vermont, Agency of Human Services (AHS), Department for Children and Family Services (DCF). DCF is the “single state agency” for the Title IV-E, Title IV-B, Title IV-D, Temporary Assistance to Needy Families (TANF), and Food Stamps programs. DCF is also responsible for all Global Commitment eligibility processes performed in Vermont. This agency was newly created in state fiscal year (SFY) 2005.

The newly created DCF represents the merger of the Office of Child Support (OCS), the Office of Economic Opportunity (OEO), the Department of Prevention, Assistance, Transition, and Health Access (PATH, formerly the Welfare Department), and the Department of Social and Rehabilitation Services (SRS).

It is the mission of DCF to promote the social, emotional, physical, and economic well being and safety of Vermont’s children and families. This work is done through the provision of protective, developmental, therapeutic, probation, economic, and other support services for children and families in partnership with schools, business, community leaders, service providers, families, and youths statewide.

The major Divisions and Offices within DCF include the following:

- The Child Development Division ensures a statewide system that promotes and supports safe, accessible, quality childcare for Vermont families.
- The Office of Child Support (OCS) establishes and enforces child support court orders, locates missing parents, and ensures the steady flow of economic support to Vermont children.
- The Division of Family Services administers juvenile justice services, including the Woodside facility and administers child welfare services, including foster care and adoptive services.
- The Economic Services Division manages the Food Stamps program, Welfare-to-Work (Reach Up), Home Heating Assistance, General and Emergency Assistance, the Essential Person program (AABD), Choices for Care Waiver and Global Commitment.
- Disability Determination Services consists of professional disability examiners who work with part-time medical doctors representing a number of medical specialties.
- The Office of Economic Opportunity (OEO) seeks to increase the self-sufficiency of Vermonters and strengthen Vermont communities by connecting communities to governmental and private resources to eliminate poverty through weatherization services, support for community-based organizations engaged in anti-poverty efforts, and food and nutrition services.

Within this document, we have included an overview of DCF’s organizational structure and a list of the specific functions performed by DCF, referred to as plan departments or cost pools, and the allocation method for each function. Please note that cost pools are developed based on VISION program codes. VISION is the State of Vermont’s accounting system.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **II. Organization**

Please refer to the attached organizational charts.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

### **III. Time Study Methodologies and Instruments**

Please refer to the attached time study related documents.

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#### **IV. Title IV-E Rate Methodologies**

Please refer to the attached Title IV-E related document.

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## V. Plan Departments and Allocation Methodologies

Plan Department 1:

### Indirect Cost Allocations

Nature and Extent of Services: DCF is assessed costs from both the State of Vermont, called the SWICAP, and the Agency of Human Services Central Office, for activities performed on its behalf.

| Program Code | Plan Dept. Name   | Description  | Allocation Method   |
|--------------|---|--|---|
| 10000.1      | Statewide Indirect Cost Allocation Plan (SWICAP) – DCF        | DCF allocation of Statewide Indirect Costs.  | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 10000.2      | AHS Secretary's Office  | DCF allocation of AHS Secretary's Office costs   | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 10000.3      | Financial Statement and Internal Control Audit Expenses       | DCF allocation of costs related to Statewide Audit and Internal Control Audit expenses | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 10000.31     | Financial Statement and Internal Control Audit Expense – IV-D | DCF allocation of costs related to Title IV-D audit.                                   | Direct to Title IV-D  |
| 10000.4      | AHS - IT  | DCF allocation of costs related to AHS Information Technology expenses.                | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 10000.5      | Legal Aid - TANF  | DCF allocation of Legal Aid costs directed attributable to TANF.                       | Direct to TANF  |
| 10000.6      | Legal Aid - SSBG  | DCF allocation of Legal Aid costs directed attributable to SSBG.                       | Direct to SSBG  |

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| <b>Program Code</b> | <b>Plan Dept. Name</b>    | <b>Description</b>                                 | <b>Allocation Method</b>  |
|---------------------|---------------------------|--|---|
| 10000.7             | Human Services Board      | DCF allocation of Human Service Board costs.       | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 10000.8             | Attorney General's Office | DCF allocation of Attorney General's Office costs. | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 10000.10            | Field Service Directors   | DCF allocation of Field Service Directors costs    | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 10000.11            | DCF Grant                 | Allocation of costs related to the DCF TANF grant. | Direct to TANF  |

*Cost Allocation Plan Guidance:*

| <b>Program Code</b> | <b>References</b>   |
|---------------------|---|
| N/A                 | OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1 |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

**Administrative Services**

Nature and Extent of Services: These general administrative services support all operations and programs at DCF.

| <b>Vision Program Code(s)</b> | <b>Plan Dept. Name</b>          | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------------------|---------------------------------|---|---|
| 43999                         | NGA Grant                       | Assist the National Governors Assoc in hosting summit on Poverty & Economic Opportunity   | Direct to State Funded  |
| 40430                         | Human Resources                 | Human Resource staff dedicated to DCF staff   | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 40777                         | Benefits Paid on Termination    | Accrued vacation hours, personal time, and comp time paid at the time of employment termination with the State of Vermont.  | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 41020                         | DCF Commissioner's Office Staff | The Commissioner's Office is responsible for overseeing all DCF activities.   | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 41260                         | Business Office                 | Functions including accounts payable, accounts receivable, contracts, grants, payroll, budgets (preparation and tracking), cash receipts, client benefit financial processing, cost allocation preparation, and sub-recipient monitoring. | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>       | <b>References</b>   |
|----------------------------------|---|
| 40430<br>40777<br>41020<br>41260 | OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 1, 9, and 11 |

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Plan Department 3:

**Information Technology**

Nature and Extent of Services: Costs associated with staff and equipment that maintain connectivity, provide desktop support, develop technical standards, manage email systems, develop and support agency wide information systems, including web applications, oversee procurement and budget processes, spearhead strategic planning, maintain statewide perspective, oversee agency strategy, and manage large-scale initiatives.

| <b>Vision Program Code</b>  | <b>Plan Dept. Name</b>                                  | <b>Description</b>   | <b>Allocation Method</b>                           |
|-----------------------------|---|--|--|
| 38090<br><br>Moved from OCS | Data Processing & IT costs                              | Costs from the State's central data processing facility and information technology costs that directly support the Title IV-D program. | Direct to Title IV-D                               |
| 40106                       | Child Development (Child Care) System Development Costs | Costs associated with development of system.   | Child Subsidy Case Count                           |
| 41030                       | DCF Information Services Staff                          | Support of DCF functions, including PCs, networks, databases, and servers.   | DCF Information Services Division Time Study       |
| 41031                       | Computer Equipment                                      | Cost associated with purchase of computer and computer equipment.  | Quarterly Computer Inventory Count                 |
| 41035                       | Central Computer Charges (CIT) for ACCESS/FAMIS         | Data processing costs associated with ACCESS/FAMIS.  | CPU's for Applicable Programs (Income Maintenance) |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>       | <b>References</b>  |
|----------------------------------|--|
| 38090<br>40106<br>41030<br>41035 | OMB A-87 Attachment A, Sec C (1)(a) and Attachment B, Sec 6 and Sec 11 |

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Plan Department 4:

**Family Services**

Nature and Extent of Services: The Division of Family Services administers juvenile justice services, including the Woodside facility and administers child welfare services, including foster care and adoptive services. Detailed explanations of individual functions are included below.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                                | <b>Description</b>   | <b>Allocation Method</b>  |
|----------------------------|---|--|---|
| 37510                      | Juvenile Accountability Incentive Block Grant (JAIBG) | Grant expenditures associated with JAIBG.  | Direct to JAIBG   |
| 37511                      | Juvenile Accountability Incentive Block Grant (JAIBG) | Admin Cost Associated with JAIBG.  | Direct to JAIBG   |
| 37512                      | Juvenile Accountability Incentive Block Grant (JAIBG) | Interest earned on funds drawn in for JAIBG  | Direct to JAIBG   |
| 37515                      | Balanced and Restorative Justice                      | Costs associated with Balanced and Restorative Justice   | Direct to State Funded  |
| 37675                      | Access and Visitation                                 | Access and Visitation Program provides non-custodial parents with access and visitation to their children.   | Direct to Title IV-D - Access and Visitation                                  |
| 37676                      | Access and Visitation - Administration                | Administration costs associated with the Access and Visitation Program, which provides non-custodial parents with access and visitation to their children. | Direct to Title IV-D - Access and Visitation                                  |
| 37677                      | Supervised Visits                                     | State grant that provides non-custodial parents with access and visitation to their children in a supervised environment.                                  | Direct to Supervised Visits   |
| 40030                      | Resource Coordinators<br><br>Move to Field Operations | Resource Coordinators recruit and train foster parents and other residential service providers and facilitate the placement of children in those settings. | Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>  | <b>Allocation Method</b>  |
|----------------------------|---|---|---|
| 40060                      | Emergency Services Unit                       | The Emergency Services unit provides emergency services at all times that, a district office is not open. An 800 number hot line is staffed with social workers who attempt to resolve crises over the phone, using foster parents, sheriffs, and other community resources to manage particular situations.  | Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside) |
| 40065                      | Special Investigations Unit                   | Subset of Child Safety Unit, responsible for investigating allegations related to a child's placement in a residential setting and corresponding policy changes.  | Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside) |
| 40070                      | Operations Manager and Staff                  | Supervisor and Staff within the System of Care Unit.  | Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside) |
| 40075                      | Family Services Deputy Commissioner's Office. | Costs Associated with the administration of the Division, including the Policy and Planning activities and Quality Assurance.   | Employee Salaries Across Family Services (including Field Staff)              |
| 40080                      | Sexual Abuse Program Chief                    | The Sex Abuse Program Chief administers the department's sex abuse treatment programs.  | Global Commitment Eligibility Rate  |
| 40085                      | Residential Programs and System of Care Unit  | The Residential Services Unit oversees and supervises the residential placement system including the Woodside Facility. Activities include contract negotiation with residential service providers, placement consultation and coordinating interagency collaboration to provide comprehensive service packages for youth needing intensive services. | Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>   | <b>Allocation Method</b>   |
|----------------------------|--|--|--|
| 40090                      | UVM Social Work Students                       | Social Worker Students participating in the University of Vermont program.   | Direct to Title IV-E Training (75%) Is claimed using a blended eligibility rate of both adoption and IV-E children. State match to be provided by UVM. |
| 40200                      | Woodside                                       | Personal services and operating expenses directly associated with the operation of the Woodside Juvenile Detention Facility. | Direct to Woodside   |
| 40420                      | Extended Foster Care Support                   | Cost associated with extending foster care support past the age of 18  | Direct to State Funded   |
| 40425                      | Homeless Rural Youth                           | Federal grant to provide services for non-system homeless youth and youth aging out of foster care.                          | Direct to Homeless Rural Youth   |
| 40434                      | OJP Youth Delinquency Prevention               | Federal grant to fund sub-awards to schools and non-profits targeting youth delinquency prevention.                          | Direct to Earmarks   |
| 40436                      | 2009 Congressional Earmark/ OJJP Council & CTF | Federal grants to community and state partners for delinquency prevention and early intervention programs.                   | Direct to Youth Crime Prevention.  |
| 40437                      | Title V Community Grants                       | OOJP grants using Title V funding  | Direct to JJDP   |
| 40438                      | Youth Crime Prevention                         | Cost associated with the Youth Crime Prevention Program  | Direct to Youth Crime Prevention   |
| 40439                      | Youth Justice Services- Council Costs.         | Cost associated with the Juvenile Justice Delinquency Prevention Grant   | Direct to JJDP   |
| 40440                      | Youth Justice Services                         | Costs associated with the Youth Justice Delinquency Prevention Program.  | Direct to JJDP   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                          | <b>Description</b>   | <b>Allocation Method</b>   |
|----------------------------|---|--|--|
| 40500                      | Family Services General Fund                    | Payments to individuals and organizations not eligible for federal funding.  | Direct to State Funded   |
| 40510                      | CAPTA   | Costs associated with administration of CAPTA.   | Direct to CAPTA (Child Abuse and Neglect)  |
| 40530.1                    | Family Services Title IV-E Maintenance Payments | Title IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, and transportation. | Direct to Title IV-E Foster Care Maintenance Payments  |
| 40530.2                    | Case Review Services/Foster Parent Recruitment  | Title IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, and transportation. | Title IV-E Eligibility Rate  |
| 40530.3                    | Foster Parent Training                          | Title IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, and transportation. | Title IV-E Eligibility Rate (IV-E Training)  |
| 40530.5                    | Training UVM Social Workers                     | Title IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, and transportation. | Direct to Title IV-E Foster Care Training (75%) Is claimed using a blended eligibility rate of both adoption and IV-E children. State match to be provided by UVM. |
| 40530.6                    | Title IV-E Short Term Training                  | Title IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, and transportation. | Direct to Title IV-E – Training ('09-55%)  |
| 40530.8                    | Subsidized Adoptions                            | Title IV-E eligible program expenditures including foster care, subsidized adoptions, respite, training, and transportation. | Direct to Title IV-E Foster Care Maintenance Payments  |
| 40550                      | Title IV-E Independent Living                   | Costs associated with administration of Independent Living program.  | Direct to Title IV-E Independent Living  |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>  | <b>Allocation Method</b>                                 |
|----------------------------|---|---|--|
| 40555                      | Family Services - SSBG                        | Direct payments to foster parents and group homes.  | Direct to SSBG   |
| 40560                      | Children's Justice                            | Costs associated with administration of Children's Justice Grant.   | Direct to Children's Justice Grant                       |
| 40590                      | Family Preservation                           | Costs associated with Family Preservation Grant.  | Direct to Family Preservation IV-B Part 2                |
| 40595                      | Safe Havens                                   | To provide an opportunity for communities to support supervised visitation and safe exchange of children, in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking. | Direct to Safe Havens                                    |
| 40610                      | Domestic Violence Unit                        | Costs associated with staff administering the Domestic Violence Grant.  | Direct to Domestic Violence Grants                       |
| 40612                      | Rape Prevention Block Grant                   | Costs associated with Rape Prevention Block Grant   | Direct to Rape Prevention Block Grant                    |
| 40629                      | Juvenile Accountability Incentive Block Grant | Costs associated with Juvenile Accountability Incentive Block Grant.  | Direct to Juvenile Accountability Incentive Block Grant. |
| 40631                      | Family Services - TANF                        | Direct payments to foster parents and group homes.  | Direct to TANF   |
| 40700                      | Family Services                               | Direct payments to group homes and treatment providers.   | Direct to Global Commitment                              |
| 40701                      | Global Commitment                             | Cost associated with Medicaid administration.   | Direct to Global Commitment                              |
| 40702                      | MCO Investment Medical Sub Care               | Costs directly associated with sub care treatment   | Direct to MCO  |
| 40703                      | MCO Investments Lund Residential              | MCO costs related to Lund residential services  | Direct to MCO  |
| 40710                      | G/C Performance Contracts Move to CDD         | Cost associated with HBKF performance contracts   | Direct to MCO  |
| 40712                      | VCRHYP Performance Grants                     | Programmatic expenses associated with VT Coalition of Runaway Homeless Youth Program  | Due To Global Commitment                                 |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                | <b>Description</b>  | <b>Allocation Method</b> |
|----------------------------|---------------------------------------|---|--------------------------|
| 40951                      | ARRA – Title IV-E Foster Care         | Stimulus funds from increased FMAP rate to support program. | 6.2% of Eligible Costs   |
| 40952                      | ARRA – Title IV-E Adoption Assistance | Stimulus funds from increased FMAP rate to support program. | 6.2% of Eligible Costs   |
| <b>41602</b>               | <b>SCHIP Costs</b>                    | <b>SCHIP eligible costs in the VCHRYP program</b>           | <b>Direct to SCHIP</b>   |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>  | <b>References</b>   |
|---|---|
| 37510 40060 40200 40510 40610 40703<br>37511 40065 40420 40530 40612 40712<br>37512 40070 40437 40550 40629 40425<br>37515 40075 40438 40555 40631 40436<br>37675 40080 40439 40560 40700 <b>40434</b><br>37676 40085 40440 40590 40701 <b>41602</b><br>37677 40090 40500 40595 40702 | OMB A-87, Attachment A, Section C 1(a) & Attachment B, Sections 11 and 40 |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

**Economic Services**

Nature and Extent of Services: The Economic Services Division manages the Food Stamps program, Welfare-to-Work (Reach Up), Home Heating Assistance, General and Emergency Assistance, the Essential Person program (AABD), and Health Care eligibility (G/C and SCHIP).

| <b>Vision Program Code</b>          | <b>Plan Dept. Name</b>            | <b>Description</b>   | <b>Allocation Method</b>                                |
|-------------------------------------|-----------------------------------|--|---|
| 39725                               | WIC- General Administration       | Those costs associated with production and distribution of WIC EBT cards including staff costs and vendor related charges. | Direct to WIC - General Admin                           |
| 40705<br>Moved from Family Services | Global Commitment – Citizenship   | Cost associated with verifying citizenship of applicants for health care eligibility.                                      | Direct to Global Commitment                             |
| 40370                               | Emergency Food Assistance (TEFAP) | Administrative costs associated with food purchases through USDA for shelters.   | Direct to the Emergency Food Assistance Program (TEFAP) |
| 40950                               | ARRA - SNAP                       | Stimulus funds to support admin for increased caseload   | Direct to ARRA-SNAP                                     |
| 40961                               | ARRA – TANF Non-Recurrent         | Stimulus funds to support TANF – Non-recurring   | Direct to ARRA - TANF- Non-recurrent                    |
| 40962                               | ARRA – FSCO - SNAP                | Stimulus funds to support Food Stamp Cashout program   | 20.12% <del>19.33%</del><br>Eligible Costs              |
| 40963                               | ARRA – TANF Basic Assistance      | Stimulus funds to support basic assistance program   | Direct to ARRA TANF – Basic Assistance                  |
| 40964                               | ARRA – Subsidized Employment      | Stimulus funds to subsidize employment in the Reach Up program   | Direct to Stimulus Funds.                               |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                | <b>Description</b>  | <b>Allocation Method</b>   |
|----------------------------|---------------------------------------|---|--|
| 41015                      | Economic Services Deputy Commissioner | Economic Services Deputy Commissioner is responsible for overseeing all of the Economic Services Division activities. Includes regulatory, planning, and policy unit conducts legal research and analysis, as well as policy, regulatory and statutory development work for all Economic Services programs.   | Employee Salaries Across Economic Services (including field staff) |
| 41016                      | Economics Benefits Director           | Responsible for overall program administration and supervises the Benefit Programs Administrator, the Health care Programs Administrator, and the Fuel Assistance Program Chief. Director serves as project chair for major program initiatives or changes, and networks with other divisions, departments, agencies and advocates to develop and deliver integrated benefits to clients. | Employee Salaries related to Economic Services Programs.           |
| 41075                      | Health Care Policy Analyst            | Health Care Policy Analyst who assists the Economic Services policy, Planning, and Evaluation Director in planning, development and continuing assessment of Health Care programs.  | Percentage of Global Commitment, SCHIP & Catamount Eligibles       |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                            | <b>Description</b>   | <b>Allocation Method</b>   |
|----------------------------|---|--|--|
| 41110                      | General Admin - Global Commitment/SCHIP/Catamount | Costs related to SCHIP, Global Commitment and Catamount premiums and other related administrative costs.   | Percentage Global Commitment, SCHIP & Catamount Eligible                           |
| 41141                      | Health Care LTC                                   | Costs related to the quality assurance specialist  | Direct to Global Commitment  |
| 41142                      | Catamount Health                                  | Health care cost program   | Percentage of G/C eligible's as compared to total Catamount enrollment             |
| 41143                      | PERM (Payment Error Rate Measurement)             | This is cost associated with complying with the federal mandate.   | Direct to Global Commitment  |
| 41150                      | Health Access Eligibility Unit                    | Provides health care eligibility for Health Access programs.   | Percentage of SCHIP & Catamount eligible's as compared to the total G/C eligible's |
| 41155                      | Welfare to Work Director and Staff                | Headed by the Welfare-to-Work Director and administers the Reach Up program, including the case management and financial assistance components of Reach Up. Director acts as project manager for such endeavors as state welfare reform, TANF reauthorization, and program redesign. | Direct to TANF and Employment & Training   |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>   | <b>Allocation Method</b>  |
|----------------------------|---|--|---|
| 41165                      | Quality Assurance Supervisors/Specialists     | Staff, which conducts quality control, works involving TANF, Food Stamp, Global Commitment and Catamount programs. Perform detail analysis of sample cases to insure actions were valid. Analyzes delivery and payment system for potential problems and recommends improvement. | Actual cases reviewed by quarter for Food Stamps, TANF, & Global Commitment |
| 41170                      | Welfare Fraud & Quality Control Unit          | Economic Benefits Director supervises Fraud & Quality Assurance Units.   | Staff supervised within the fraud unit and the quality assurance unit       |
| 41180                      | Quality Control/Treasury Offset Program Staff | Staffs who are responsible for quality control work involving TANF, Food Stamp, Global Commitment and Catamount programs. Perform detail analysis of sample cases to insure actions were valid and work on the Treasury Offset Program – Food Stamps.                            | Hours per Quarter for TANF, Food Stamps,& Global Commitment                 |
| 41195                      | Aid to the Aged, Blind, and Disabled          | General administrative expenses that are direct charged to AABD.   | Direct to AABD  |
| 41210                      | Home Heating Program Staff                    | Staff costs related to running the Home Heating Program.   | Direct to Home Heating Program/LIHEAP                                       |
| 41211                      | Benefit Programs Support Staff                | Benefit Programs Support Staff provides training and administrative support for all Economic Services programs.  | Employee Salaries Across Economic Services (including field services)       |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>               | <b>Description</b>   | <b>Allocation Method</b>   |
|----------------------------|--------------------------------------|--|--|
| 41212                      | Benefit Programs Administrator       | Supervises Home Heating Staff, Benefit Programs Support Staff and Systems Operations – Specialists.  | Employee Salaries Across Heating and related programs                            |
| 41220                      | Food Stamps Medical Exams            | Medical exams requested by Field Operations Staff as part of eligibility determination.  | Direct to Food Stamp Administration  |
| 41240                      | Town Services Officers               | Department appointed personnel in towns throughout the state who are compensated for time and expenses. Officers may issue vendor authorizations (purchase orders) to clients with immediate need, may transport clients to and from emergency services. | Percentage of EA and GA dollars spent (allocated to TANF and state general fund) |
| 41245                      | State Supplement Program – SSA Admin | Cost of processing of SSI checks as charged by the Social Security Administration.   | Direct to AABD   |
| 41250                      | EBT Financial Services               | Contract costs for EBT financial services related directly to Food Stamps.   | Direct to Food Stamps Admin  |
| 41255                      | EBT Financial Services               | Contract costs for the EBT financial services related directly to TANF.  | Direct to TANF   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>         | <b>Description</b>  | <b>Allocation Method</b>  |
|----------------------------|--------------------------------|---|---|
| 41261                      | EBT Financial Administrator    | Acts as deputy to EBT project director in management of EBT contract. Coordinates benefit delivery and develops procedures for Field Operations Staff. Provides customer services to advocacy groups, the banking community, grocery stores, and other groups. Collaboratively trains new workers and EBT liaisons. | Direct to TANF and Food Stamp Issue (Based on Case Count Statistics from Monthly Invoice) |
| 41270                      | TANF General Administration    | General administrative costs to be direct charged to TANF, including but not limited to expenditures related to meetings to be directly billed.   | Direct to TANF  |
| 41271                      | Benefit Program Policy Analyst | Policy analyst who specializes in TANF and/or RU planning, development, and assessment.   | Direct to TANF  |
| 41275                      | Welfare Fraud Investigators    | Welfare Fraud Investigators and Staff investigate possible client fraud in income maintenance, Food Stamp, Global Commitment and Catamount programs and assists attorney general and state attorney offices in preparation and prosecution of civil and criminal actions.   | Quarterly percentage of fraud investigations  |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>   |
|----------------------------|---|---|--|
| 41290                      | General Assistance Administration                               | General administrative costs related to providing GA services.  | Percentage of EA and GA dollars spent (allocated to TANF and state general fund) |
| 41300                      | Home Heating General Administration                             | General administrative costs to be direct charged to Home Heating, including but not limited to specific project related expenditures to be direct charges. | Direct to Home Heating Program/LIHEAP  |
| 41305                      | Food Stamps General Administration                              | General administrative costs to be direct charged to Food Stamps, including but not limited to, specific project related expenditures to be direct charged. | Direct to Food Stamps Administration   |
| 41306                      | Food & Nutrition Program Coordinator                            | Provides coordination and administrative services to Nutrition Education and the Farm to Family programs.   | Food & Nutrition Program allocations   |
| 41311                      | 100% Federal Food Stamps E & T (Funds not matched by DOL) ABAWD | Provision of program activities and case management to Reach-Up Participants.   | Direct to Food Stamps E & T (no match)   |
| 41313                      | Food Stamp Participation - 2007                                 | Increase participation in food stamp program and improve customer service.  | Direct to Food Stamp Participation Program                                       |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                            | <b>Description</b>  | <b>Allocation Method</b>                    |
|----------------------------|---|---|---|
| 41314                      | Job Retention Support Services <90 days           | Support payments for job retention up to the first 90 days of employment following participation in an employment and training activity, as authorized by Food, Conservation & Energy Act of 2008 | Direct to Food Stamps Employment & Training |
| 41340                      | Reach Up Transportation                           | Administrative costs associated with program for used car donation.   | Direct to TANF                              |
| 41345                      | Food Stamp Employment and Training Transportation | Costs related to transportation to related services.  | Direct to Food Stamps Employment & Training |
| 41365                      | Farm to Family Administration                     | Administrative costs associated with vouchers used at farmers markets.  | Direct to Farm to Family Administration     |
| 41401                      | Lund Support Services                             | Cost associated with Reach Up benefits.   | Direct to TANF                              |
| 41411                      | Reach Up (Unemployed Parents)                     | Direct cost of cash assistance payments.  | Direct to State Funded                      |
| 41415                      | RU Support Services – State Only                  | Direct cost of cash assistance payments   | Direct to State Funded                      |
| 41417                      | RU Lund – State Only                              | Direct cost of cash assistance payments   | Direct to State Funded                      |
| 41421                      | Reach Up Program Costs                            | Direct cost of cash assistance payments.  | Direct to TANF                              |
| 41431                      | Reach Up Support Services                         | Direct cost of cash assistance payments.  | Direct to TANF                              |
| 41432                      | Reach First                                       | Assistance paid to a family the first four months of Reach Up eligibility   | Direct to TANF                              |
| 41433                      | Reach Ahead                                       | Food assistance for client coming off Reach Up and going to work.   | Direct to TANF-MOE                          |
| 41451                      | Supportive Services – Medical Transportation      | Direct cost of cash assistance payments.  | Direct to TANF                              |
| 41456                      | Getting Ready for Work                            | Direct cost of cash assistance payments.  | Direct to TANF                              |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>   | <b>Description</b>   | <b>Allocation Method</b>              |
|----------------------------|--|--|---------------------------------------|
| 41458                      | Disposals  | Direct cost of cash assistance payments.                                   | Direct to State Funded                |
| 41461                      | Single Parent – State Only                                     | Direct cost of cash assistance payments.                                   | Direct to State Funded                |
| 41462                      | Two Parents – State Only                                       | Direct cost of cash assistance payments.                                   | Direct to State Funded                |
| 41467                      | Two Parents over 60 month limit                                | Payments paid by State after the 60 month limit                            | Direct to State Funded                |
| 41468                      | Single Parent over 60 month limit                              | Payments paid by State after the 60 month limit                            | Direct to State Funded                |
| 41471                      | Absence and Incapacity   | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41472                      | Cash Assistance Payments (Post Secondary Education)            | Direct cost of cash assistance payments.                                   | Direct to State Funded                |
| 41473                      | Incapacity   | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41475                      | Job Retention  | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41477                      | Social Rehab Services  | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41478                      | Childcare/Caretaker Deferment                                  | Direct cost of cash assistance payments.                                   | Direct to State Funded                |
| 41479                      | Single Parent Working  | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41480                      | Single Parent not Meeting Work                                 | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41481                      | Cash Assistance Payments (minor parent not living with parent) | Direct cost of cash assistance payments.                                   | Direct to State Funded                |
| 41484                      | Absence  | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41485                      | Two Parent Working   | Direct cost of cash assistance payments.                                   | Direct to TANF                        |
| 41499                      | MMIS – TA  | Conversations or work that is related to MMIS Technical Assistance efforts | Direct to MMIS and VIEWS              |
| 41501                      | State Supplement Program – AABD-EP-SSI                         | AABD-Essential Persons-SSI payments  | Direct to Global Commitment- MCO      |
| 41502                      | State Supplement Program – AABD-SSA                            | AABD – State Supplement benefits – SSI payments                            | Direct to AABD                        |
| 41532                      | Home Heating Subsidies - Supplement Fuel Benefits              | Amount of direct assistance to families.                                   | Direct to Home Heating Program/LIHEAP |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                                      | <b>Description</b>   | <b>Allocation Method</b>              |
|----------------------------|---|--|---------------------------------------|
| 41533                      | Home Heating Subsidies – Emergency Fuel Benefits            | Amount of direct assistance to families.   | Direct to Home Heating Program/LIHEAP |
| 41542                      | Food Stamps Payments – Over 65 no SSI                       | Direct cost of food stamps given to eligible clients.  | Direct to Food Stamps Cashout         |
| 41544                      | Food Stamps Payments – Over 65 with SSI                     | Direct cost of food stamps given to eligible clients.  | Direct to Food Stamps Cashout         |
| 41546                      | Food Stamps Payments – With SSI Disability                  | Direct cost of food stamps given to eligible clients.  | Direct to Food Stamps Cashout         |
| 41555                      | Food Stamps State Exchange                                  | Travel expenditures for meetings and conferences relating to the administration of the Food Stamps Program.  | Direct to Food Stamps State Exchange  |
| 41607                      | VIEWS – DDI (development)                                   | Conversations or work that is related to VIEWS Design, Development and/or Implementation efforts.  | Direct to MMIS and VIEWS              |
| 41609                      | VIEWS-enhanced – DDI (development)                          | Conversations or work that is related to VIEWS Design, Development and/or Implementation efforts that are eligible for enhanced funding (MMIS functions) | Direct to MMIS and VIEWS              |
| 41612                      | MMIS – IV & V   | Conversations or work that is related to the MMIS Independent Verification and Validation efforts  | Direct to MMIS and VIEWS              |
| 41613                      | MMIS – DDI (development)                                    | Conversations or work that is related to MMIS Design, Development and/or Implementation efforts  | Direct to MMIS and VIEWS              |
| 41614                      | VIEWS – IV & V  | Conversations or work that is related to the VIEWS Independent Verification and Validation efforts   | Direct to MMIS and VIEWS              |
| 41712                      | General Assistance - Direct Payments for General Assistance | Direct costs related to providing GA services.   | Direct to State Funded                |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>  | <b>Description</b>   | <b>Allocation Method</b>  |
|----------------------------|---|--|---------------------------|
| 41714                      | General Assistance -Direct Payments for a household with children | Direct costs related to providing GA services.                   | Direct to State Funded    |
| 41716                      | General Assistance – Direct payments for pending SSI cases        | Direct costs related to providing GA services.                   | Direct to State Funded    |
| 41721                      | GA Emergency Assistance   | Direct costs related to providing Emergency Assistance           | Direct to TANF            |
| 41722                      | GA/GA Dental  | Direct costs related to providing Emergency Assistance           | Direct to MCO Investments |
| 41726                      | GA Pharmacy   | Direct costs related to providing Emergency Assistance           | Direct to MCO Investments |
| 41727                      | GA Abortions  | Direct costs related to providing Emergency Assistance           | Direct to State Funded    |
| 41777                      | Economic Services General Fund                                    | Miscellaneous non-federal expenditures within Economic Services. | Direct to State Funded    |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>   | <b>References</b>  |
|--|--|
| 40705 41255 41451 41532<br>41015 41261 41456 41533<br>41016 41270 41458 41542<br>41075 41275 41461 41544<br>41110 41290 41462 41546<br>41141 41300 41467 41555<br>41142 41305 41468 41712<br>41143 41306 41471 41714<br>41150 41311 41472 41716<br>41155 41313 41473 41721<br>41165 41314 41475 41722<br>41170 41340 41476 41726<br>41180 41345 41477 41727<br>41195 41365 41478 41777<br>41210 41401 41479 39725<br>41211 41411 41480 41499<br>41212 41415 41481 41607<br>41220 41417 41484 41609<br>41240 41421 41485 41612<br>41245 41431 41501 41613<br>41250 41432 41502 41614<br>40964 40370 | OMB A-87 Attachment A, Sec C (1)(a) and Attachment B, Sec 1, 9, 11 |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Office of General Counsel**

Nature and Extent of Services: Legal Staff including General Counsel, Staff, and Staff Attorneys for specific DCF functions.

| <b>Vision<br/>Program Code</b> | <b>Plan Dept. Name</b> | <b>Description</b>  | <b>Allocation<br/>Method</b>  |
|--------------------------------|------------------------|---|---|
| 37101                          | Privacy Officer        | Responsible to review complaints concerning participants, providers, grantees, and contractors related to the confidentiality of health information.  | Direct to Global Commitment   |
| 40441                          | DCF Special Assistant  | Responsibilities include overall oversight of DCF's legislative agenda; coordination and management of various legal units within DCF and in the Attorney General's Office; coordination with judiciary; establishment of policy directives regarding court improvement efforts; supervision of complex litigation and defense of claims against DCF; oversight of negotiation of contracts and grants; oversight of DCF's diverse regulatory responsibilities and rulemaking. Responsibilities also extend to more general management of DCF affairs, including budgeting process, personnel issues, staff coordination, HRD, coordination between DCF divisions, liaison to AHS, Commissioner-level complaints, departmental and agency policy development and execution. | The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe). |
| 40442                          | DCF FSD Legal Staff    | Lawyers and support staff responsible for working with the court system on behalf of children on DCF's caseload.  | Title IV-E Eligibility Rate   |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>               | <b>Description</b>  | <b>Allocation Method</b>    |
|----------------------------|--------------------------------------|---|-----------------------------|
| 41295                      | Legal Division for Economic Services | Staff of Attorney's law clerk and secretarial staff who represent the department in lawsuits and other legal matter especially regarding interpretation of Federal regulations pertaining to client rights. Also, review department contractual agreements. | Results of Legal Time Study |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b> | <b>References</b>                             |
|----------------------------|---|
| 37101 40442<br>40441 41295 | OMB A-87, Attachment B, Sec. 11 & Sec. 14 (b) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 7:

**Field Operations**

Nature and Extent of Services: Outstationed services provided by DCF.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                             | <b>Description</b>   | <b>Allocation Method</b>  |
|----------------------------|--|--|---|
| 40010                      | Social Workers                                     | Costs directly associated with social workers. Social workers provide direct services to child welfare clients including case management, child abuse/neglect investigations, and eligibility determination.   | Results of Family Services time study   |
| 40020                      | Investigator Social Workers                        | Costs directly associated with investigator social workers. Investigators respond to allegations of abuse or neglect within 72 hours of receiving a report to determine whether or not the allegation is substantiated and to determine what action may be needed immediately to address health and safety issues.   | Direct to TANF  |
| 40030                      | Resource Coordinators<br>Move from Family Services | Resource Coordinators recruit and train foster parents and other residential service providers and facilitate the placement of children in those settings.   | Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside) |
| 40040                      | Adoption Services                                  | Adoption social workers facilitate the adoption process and provide case management for the adoption cases. Services to children include recruitment and training of potential adoptive homes, matching children freed for adoption with those families and completing adoption finalization reports for the probate court and negotiating adoption subsidies. | Title IV-E Adoption Assistance Rate   |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                                 | <b>Description</b>   | <b>Allocation Method</b>  |
|----------------------------|--|--|---|
| 40050                      | Family Services District Directors and Staff           | All administrative costs (personal service costs and operating expenses) incurred in the district office other than those associated with social workers, resource coordinators and adoption workers. The District Director and Staff manage the office and provide administrative support and supervision to the field staff. | Employee Salaries Across Field Staff (within Family Services)   |
| 40095                      | Social Work Trainees                                   | Costs associated with social work trainees (new hires).  | Results of Family Services time study                           |
| 41006                      | Consumer Involvement                                   | Stipends and associated costs to ensure consumer involvement in the functions of the AHS.  | Employee Salaries of all staff at Field Offices                 |
| 41185                      | Economic Services Eligibility Workers                  | District office personnel who interview and input data on new applications to establish eligibility and determine continuing eligibility of clients by review of applications, interviews, correspondence and other sources for the TANF, LIHEAP, Global Commitment, General Fund, AABD and Food Stamp and Catamount programs. | Results of the Economic Assistance time study                   |
| 41190                      | Economic Services Supervisors                          | District office supervisory personnel, who plan, assign and review the work of eligibility specialists.  | Results of the Economic Assistance time study                   |
| 41200                      | Economic Services District Directors and Support Staff | District office directors who manage the day-to-day operations of welfare district offices. Responsible for implementation of all assigned welfare programs according to Federal and State regulations and procedures. Cost center includes Case Aides and supporting clerical staff.  | Employee Salaries Across Field Staff (within Economic Services) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>            | <b>Description</b>   | <b>Allocation Method</b> |
|----------------------------|-----------------------------------|--|--------------------------|
| 41280                      | Reach Up Case Managers            | District office self-support personnel for TANF and Employment and Training programs who provide support services, counseling and job search assistance to clients seeking employment opportunities. | Reach Up Time Study      |
| 41285                      | Reach Up Case Manager Supervisors | District office supervisory personnel, who plan, assign and review the work of social workers for TANF and Employment and Training programs.   | Reach Up Time Study      |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>  | <b>References</b>   |
|---|---|
| 40010 41002 41285<br>40020 41003<br>40030 41006<br>40040 41185<br>40050 41190<br>40095 41200<br>40450 41280 | OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sec 11 and 9 |
|   |   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 8:

**Office of Child Support**

Nature and Extent of Services: The Office of Child Support (OCS) establishes and enforces child support court orders, locates missing parents, and ensures the steady flow of economic support to Vermont children.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b> | <b>Description</b>   | <b>Allocation Method</b>                               |
|----------------------------|------------------------|--|--|
| 38010                      | Administration         | Unit is responsible for the entire Vermont Office of Child Support program. This includes providing support for all facets of child support operations, including policy and procedures; developing goals, standards, and performance measures; technological functions; business functions; training; administrative support; legal supervision; legislation; strategic planning; and management. | Employee Salaries Across Office of Child Support (OCS) |
| 38020                      | Cash Receipts Unit     | This unit performs child support accounting functions as well as billing activities (bills are sent to non-custodial parents and employers) and the maintenance of arrearage information on child support cases. This unit performs all payment receipting and disbursement functions for public assistance and non-public assistance cases.   | IV-D Cases vs. Non-IV-D Cases                          |
| 38030                      | Customer Service Unit  | This unit responds to telephone inquiries involving child support and researches complex issues for customers calling OCS. This allows field operations staff time to be attentive to the establishment, modification, and the enforcement functions for customers in the continued process of collecting child support for families.  | IV-D Customer Contacts vs. Non-IV-D Customer Contacts  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| Vision Program Code | Plan Dept. Name             | Description   | Allocation Method             |
|---------------------|-----------------------------|---|-------------------------------|
| 38040               | Records Center              | This unit receives all court orders and enters data from the court order into the mainframe computer. All applications for child support services come to this unit and this data is entered as well. The unit stores and controls all case files and hard copy documents for legal actions in Field Operations, Cash Receipts, Registry, Customer Service, Interstate, Intercept, Legal, and the Administration Units. | IV-D Cases vs. Non-IV-D Cases |
| 38050               | Program Development         | This unit is responsible for the planning, coordination, and development of policies, procedures, and state plan for the IV-D program.  | Direct to Title IV-D          |
| 38060               | Interstate Central Registry | This unit provides support for processing all actions necessary to establish, modify, and enforce child support orders when the custodial or non-custodial parent is out of state. The unit also houses the Parent Locator function that finds absent parents. The Parent Locator service searches and locates parents in order to secure child support for families.   | Direct to Title IV-D          |
| 38070               | Legal                       | Costs <del>incurred by the legal unit associated with the legal aspects of the IV-D program</del> including sheriff services, recording fees, etc. This cost pool does not include family court cost, staff attorney or paralegal positions. <del>These are found in the Field Operations Unit as part of the district office expenses.</del>   | Direct to Title IV-D          |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b> | <b>Description</b>   | <b>Allocation Method</b>       |
|----------------------------|------------------------|--|--------------------------------|
| 38075                      | Family Court Costs     | The Office of Child Support will reimburse the Court Administrators Office for total IV-D expenditures less applicable court fees. Reimbursement will be based on the number of MPRS in a county and at the individual rates calculated for each county.   | Direct to Title IV-D           |
| 38080                      | Paternity Testing      | Costs in this cost pool are for Contracts with private laboratories for genetic and other blood tests for use in paternity determination.  | Direct to Title IV-D           |
| 38100                      | Intercept Unit         | This unit is responsible for administrative child support enforcement remedies. Such remedies include liens, administrative wage withholding, administrative arrears increase, bank match, Federal and State Tax Offset, and license suspension.           | Direct to Title IV-D           |
| 38110                      | Training               | This unit includes the Training Coordinator who provides court, computer, policy, procedure, and other IV-D training opportunities for OCS staff. In addition, training related travel and overtime will be charged to this unit during employee training. | Direct to Title IV-D           |
| 38140                      | Enhanced Funding APD   | Advanced Funding costs per approved APDs.  | Direct to Enhanced Funding APD |
| 38150                      | Employer Services Unit | This unit acts as a liaison between OCS and Vermont employer providing customer services directly to employers regarding availability of health insurance, wages withholding garnishments and new hire reporting   | Direct to IV-D                 |

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*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>         | <b>Description</b>  | <b>Allocation Method</b>     |
|----------------------------|--------------------------------|---|------------------------------|
| 38210                      | Northeast Regional Office – R1 | This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services. | Direct to Title IV-D         |
| 38220                      | Northwest Regional Office – R2 | This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services. | Direct to Title IV-D         |
| 38230                      | Central Regional Office – R3   | This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services. | Direct to Title IV-D         |
| 38240                      | Southeast Regional Office – R4 | This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services. | Direct to Title IV-D         |
| 38250                      | Southwest Regional Office – R5 | This unit establishes, modifies, and enforces child support orders for TANF cases and in instances where the custodial parent has applied for OCS services. | Direct to Title IV-D         |
| 40956                      | ARRA- Title IV-D               | FMAP increase on Title IV-D Incentive   | Direct to ARRA – Title IV-D. |

| <b>Vision Program Code</b>  | <b>References</b>  |
|---|--|
| 38010 38150<br>38030 38210<br>38020 38220<br>38040 38230<br>38050 38240<br>38060 38250<br>38080 41265<br>38100<br>38140 | OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sections 1, 6, 11, and 14 |
| 38070, 38075  | OMB A-87, Attachment B, Sec. 11 & Sec 14 (b)                                     |
| 38110   | OMB A-87, Attachment A, Sec C (1) (a) & Attachment B, Sec 11 & Sec 40.           |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 9:

**Office of Economic Opportunity**

Nature and Extent of Services: This office seeks to increase the self-sufficiency of Vermonters and strengthen Vermont communities. OEO provides program and grants management, resource identification and development, training, technical assistance, and advocacy for community-based organizations in a manner that fosters creativity and innovation.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>         | <b>Description</b>  | <b>Allocation Method</b>                    |
|----------------------------|--------------------------------|---|---|
| 40957                      | ARRA - CSBG                    | Stimulus funds to support program.  | Direct to ARRA-CSBG                         |
| 40958                      | ARRA – HPRP (ESG)              | Stimulus funds to support program.  | Direct to ARRA - HPRP                       |
| 40959                      | ARRA – DOE Weatherization      | Stimulus funds to support program.  | Direct to ARRA - Weatherization             |
| 40960                      | ARRA – DOE Weatherization T&TA | Stimulus funds to support program training & technical assistance.  | Direct to ARRA – Weatherization T&TA        |
| 44100                      | OEO Administration             | State funded portion of costs to oversee all OEO functions and provides supervision to office staff.  | Direct to State General Funds               |
| 44200                      | Weatherization                 | State funded portion statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children.   | Direct to Weatherization (state funded)     |
| 44210                      | DOE Weatherization             | Federal funded portion statewide program that works to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children. | Direct to Weatherization (federally funded) |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                  | <b>Description</b>   | <b>Allocation Method</b>                |
|----------------------------|---|--|---|
| 44220                      | Emergency Heating System Grant Program  | Special (State) funds, provides resources to allow the replacement and repair of unsafe heating systems.   | Direct to Weatherization (state funded) |
| 44240                      | DOE WX & WTF                            | Costs associated with salary and operations using both DOE WX & WTF funding  | % of DOE WX compared to total expense.  |
| 44300                      | Community Services (CSBG Discretionary) | Federal funds-The primary goal is to eliminate poverty and provide training and technical assistance.  | Direct to CSBG                          |
| 44310                      | Community Services Block Grant (CSBG)   | Federal funded, with a goal to eliminate poverty. Funds are used to provide a range of services and activities having measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. | Direct to CSBG                          |
| 44340                      | LIHEAP Outreach                         | To provide outreach activities for the Fuel Assistance program to include public information on the fuel program, transportation and referral activities to local Fuel Assistance program offices to assure access to program benefits.  | Direct to Home Heating Program/LIHEAP   |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>               | <b>Description</b>   | <b>Allocation Method</b>            |
|----------------------------|--------------------------------------|--|-------------------------------------|
| 44350                      | Individual Development Account (IDA) | State funded, to provide financial literacy training and matched savings accounts for low-income Vermonters seeking home ownership, further education or to start their own business.  | Direct to IDA                       |
| 44450                      | Homeless Assistance                  | State funded for the homeless and Emergency Shelter Grant  | Direct to State Funded              |
| 44460                      | Emergency Shelter Program            | Federal and state funded, provides funds for operating expenses of brick and mortar shelters and supportive services for the homeless and those at risk of homelessness.   | Direct to Emergency Shelter Program |
| 44600                      | Job Start T & TA                     | State funded to provide training, education, advice and other help to lower income people interested in starting maintaining, or expanding small businesses. The program is designed to help participants assess the feasibility of their ideas, develop business plans, acquire appropriate skills, and secure necessary financing from Job Start or other sources. | Direct to Job Start Program         |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>   | <b>References</b>   |
|--|---|
| 44100 44200 44210<br>44220 44230 44300<br>44310 44340 44350<br>44450 44460 44600 | OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sections 1, 11 |

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Plan Department 10:

**Disability Determination Services**

Nature and Extent of Services: The division consists of professional disability examiners who work with part-time medical doctors representing a number of medical specialties. These professionals are supported by case clericals and an administrative unit. Besides salaries, principal expenditures are fees to pay for evidence from applicant's treating sources and fees for consultative medical examinations arranged by the DDS with doctors around the state when critical medical evidence is not available from treating sources.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                       | <b>Description</b>   | <b>Allocation Method</b>  |
|----------------------------|--|--|---------------------------|
| 40225                      | Disability Determinations Director and Staff | Oversees all professional disability examiners who work with part-time medical doctors representing a number of medical specialties. Also oversees their support staff, which consists of case clericals and an administrative unit. | Direct to Social Security |
| 40226                      | DD Clerical                                  | Administrative costs (personal service costs and operating expenses) of the clerical unit that provides supports to the Director, Claims Examiners and Adjudicators of the Disability Determination Services Unit.                   | Direct to Social Security |
| 40227                      | DD Examiners                                 | DDS collects medical and vocational evidence on each applicant sufficient to apply the above definition, interpreted by the Social Security Administration policy manual.  | Direct to Social Security |
| 40228                      | DD – Medical Consultants                     | Cost of contracted staff to conduct disability determinations.   | Direct to Social Security |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>    | <b>Description</b>   | <b>Allocation Method</b>     |
|----------------------------|---------------------------|--|------------------------------|
| 40229                      | DD Information Technology | Technology supports specifically related to DDS.   | Direct to Social Security IT |
| 41100                      | DDS Medical Exams         | Review of medical evidence records necessary for Global Commitment eligibility determinations. | Direct to Social Security    |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>                | <b>References</b>   |
|---|---|
| 40225<br>40226<br>40227<br>40228<br>41100 | OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Section 9, 11    |
| 40229                                     | OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sec 6 and Sec 11 |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 11:

**Child Development**

Nature and Extent of Services: Efforts related to childcare activities in the State of Vermont.

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>                          |
|----------------------------|---|---|---|
| 37540                      | Building Bright Futures Direct Services (formerly Success by Six Program) | Costs for direct services to Building Bright Futures Program  | Direct to Building Bright Futures Direct Services |
| 37560                      | Parent Child Centers  | Costs associated with Parent Child Centers.   | Direct to State Funded                            |
| 37660                      | Children's Trust Fund Grant   | Costs associated with Children's Trust Fund Grant.  | Direct to Children's Trust Fund Grant             |
| 37661                      | Children's Trust Fund Grant/JJDP  | Costs associated with Children's Trust Fund Grant but charged to JJDP grants.   | Direct to JJDP                                    |
| 37662                      | Children's Trust Fund Grant/Tax Check                                     | Costs associated with Children's Trust Fund Grant/Tax Check Off.  | Direct to Children's Trust Fund Grant             |
| 37670                      | Head Start Collaboration  | To promote school readiness by enhancing the social and cognitive development of low-income children, including children on federally recognized reservations and children of migratory farm workers. | Direct to Head Start Collaborative Grant          |
| 39600                      | Family Infant and Toddler Program   | Programmatic Costs associated with the Infant and Toddler Program.  | Direct to Family Infant and Toddler Program       |
| 39601                      | Family Infant and Toddler Program – Admin Costs                           | Administrative Costs associated with the Infant and Toddler Program.  | Direct to Global Commitment                       |
| 39750.1                    | Healthy Babies – SPMP   | Staff costs associated with administering the Healthy Babies program for skilled medical professionals.   | Direct to Global Commitment                       |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                   | <b>Description</b>   | <b>Allocation Method</b>                   |
|----------------------------|--|--|--|
| 39750.2                    | Healthy Babies Kids and Families Grant   | Programmatic Costs associated with the Healthy Babies Kids and Families Program.   | Direct to Global Commitment                |
| 39751                      | Healthy Babies – Non-SPMP                | Staff costs associated with administering the Healthy Babies program.  | Direct to Global Commitment                |
| 39763                      | Early Childhood Comp Systems (ECCS)      | Federal funded early childhood program.  | Direct to ECCS                             |
| 40100                      | Child Development Division Staff         | Personal services and operating expenses associated with Child Care Services Division Staff, including Deputy Commissioner, whose activities are defined as administrative by the Child Care and Development Fund regulations. This includes Division Director, Program Supervisors, Program Monitors, and clerical and administrative support for the childcare program. Also includes the Assistant Attorney General assigned to Child Care Development. | Employee Salaries Across Child Development |
| 40105                      | Child Development Division Service Staff | Personal services and operating expenses associated with service staff including the operations manager and staff.   | Child Subsidy Case Count                   |

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| <b>Vision Program Code</b>          | <b>Plan Dept. Name</b>                                   | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------------------------|--|---|---|
| 40110<br>40115                      | Child Development Licensing Unit                         | The unit is primarily charged with risk reduction and quality services for children's day care, foster care, and children's residential care facilities as well as private child placing and adoption agencies. | Child Subsidy Case Count  |
| 40530.7                             | Child Development Subsidy                                | IV-E eligible program expenditures for child subsidy payments   | Direct to Title IV-E Child Development                            |
| 40540                               | Family Support Daycare Program                           | Administrative costs associated with Family Support Daycare Program   | Direct to Title IV-B Child Welfare Services                       |
| 40570                               | Child Care and Development Fund - Discretionary          | Administrative costs associated with administrative of CCDF.  | Direct to Child Care Development Fund (CCDF) – Discretionary      |
| 40600                               | Child Care and Development Fund – Mandatory and Matching | Administrative costs associated with administrative of CCDF.  | Direct to Child Care Development Fund (CCDF) – Mandatory/Matching |
| 40615<br>Moved from Family Services | Bright Futures   | Costs associated with the Bright Futures Infrastructure Program   | Direct to State Funded  |
| 40631                               | Child Development – TANF                                 | Payments for Transportation and Subsidy eligibility.  | Direct To TANF  |
| 40633                               | Child Development - TANF- MOE Only                       | Child subsidy payments  | Direct to TANF MOE  |
| 40704                               | GC FITP CAPTA Medicaid Eligible                          | Programmatic cost associated with Medicaid Eligible CAPTA FITP service.   | Direct to GC  |
| 40706                               | GC FITP Program Staff                                    | Program staff working on FITP Program   | Direct to FITP  |
| 40707                               | GC CUPS Program Staff                                    | Program staff working on the CUPS program   | Direct to Cups  |
| 40708                               | GC MCO CAPTA - Non Medicaid                              | Programmatic cost associated with non Medicaid Eligible CAPTA FITP.   | Direct to MCO   |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                                  | <b>Description</b>   | <b>Allocation Method</b>     |
|----------------------------|---|--|------------------------------|
| 40710                      | G/C Performance Contracts<br>Moved from Family Services | Cost associated with HBKF performance contracts  | Direct to MCO                |
| 40711                      | HBKF Performance Grants                                 | Programmatic expenses associated with Healthy Babies, Kids & Family grants.                | Direct to Global Commitment  |
| 40713                      | Therapeutic Child Care - Bonus                          | Rate differential paid for children with special needs to providers with special training. | Direct to GC-MCO             |
| 40953                      | ARRA-CCDF   | Stimulus funds to support program.   | Direct to ARRA-CCDF          |
| 40954                      | ARRA – IDEA Part C                                      | Stimulus funds to support FITP program.  | Direct to ARRA – IDEA Part C |
| 40955                      | ARRA – TEFAP  | Stimulus funds to support program admin costs at the foodbanks.                            | Direct to ARRA-TEFAP         |
| 41602                      | SCHIP Costs   | SCHIP eligible costs in FITP and HBKF.   | Direct to SCHIP              |
| 42500                      | GC CUPS   | Provides early childhood mental health intervention.                                       | Direct to MCO-GC CUPS        |
| 42501                      | CUPS-Administrative                                     | Administrative costs associated with CUPS  | Direct to Global Commitment  |
| 44320                      | SAE Foods   | Administrative costs associated with SAE Foods.  | Direct to SAE Foods          |

*Cost Allocation Plan Guidance:*

| <b>Vision Program Code</b>  | <b>References</b>  |
|---|--|
| 37540 40105 40706<br>37560 40110 40707<br>37660 40115 40708<br>37661 40530 40710<br>37662 40540 40711<br>37670 40570 42500<br>39600 40600 42501<br>39601 40615 44320<br>39750 40631 41602<br>39751 40633<br>39763 40704 | OMB A-87, Attachment A, Sec C (1)(a) and Attachment B, Sec 11 (a), (b) |
| 40100   | OMB A-87, Attachment B, Sec. 11 & Sec 14 (b)                           |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 12:

**Grants**

| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>  | <b>Description</b>   | <b>Allocation Method</b>                     |
|----------------------------|---|--|--|
| 37550                      | Drug Free Schools   | Costs associated with Drug Free Schools program.   | Direct to Drug Free Schools                  |
| 37551                      | Drug Free Schools Administration                              | Administrative costs associated with Drug Free Schools grants.   | Direct to Drug Free Schools                  |
| 37552                      | Drug Free Schools Consultants                                 | Consultant costs associated with Drug Free Schools grants.   | Direct to Drug Free Schools                  |
| 37610                      | Community Based Child Abuse Prevention Grant (CBCAP)          | Costs associated with CBCAP grants.  | Direct to CBCAP                              |
| 37611                      | Community Based Child Abuse Prevention (CBCAP) Administration | Administrative costs associated with CBCAP grants.   | Direct to CBCAP                              |
| 40551                      | Title IV-E Educational Training Vouchers                      | Costs associated with Title IV-E Educational Training grant - EVT program  | Direct to Title IV-E/ EVT                    |
| 41310                      | RU - Employment Training                                      | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to Food Stamp Employment and Training |
| 41311                      | RU - Employment Training - DET (E&T 100%)                     | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to Food Stamp Employment and Training |
| 41315                      | Food Stamp Outreach   | Provide food stamp outreach services to eligible low-income persons.   | Direct to Food Stamp Outreach                |
| 41316                      | Food Stamp Outreach   | Provide food stamp outreach services to eligible low-income persons. Match provided by sub-recipients.                               | Direct to Food Stamp Outreach                |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>   | <b>Allocation Method</b>                     |
|----------------------------|---|--|--|
| 41320                      | Food Stamp Nutrition Education                | Provide nutrition education services to food stamp recipients and applicants and to other eligible low-income persons.               | Direct to Food Stamp Nutrition Education     |
| 41321                      | Food Stamp Nutrition Education 100% Matched   | Provide nutrition education services to food stamp recipients and applicants and to other eligible low-income persons.               | Direct to Food Stamp Nutrition Education     |
| 41330                      | Reach Up Case Management Other                | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to TANF                               |
| 41331                      | Reach Up Case Management Other 50/50 TANF/FSE | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to TANF and Employment and Training   |
| 41335                      | Reach Up Case Management - Job Start          | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to Food Stamp Employment and Training |
| 41336                      | Food Stamp E&T 100% Match                     | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to Employment & Training              |
| 41337                      | Reach Up Case Management - DET                | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to TANF                               |

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| <b>Vision Program Code</b> | <b>Plan Dept. Name</b>            | <b>Description</b>   | <b>Allocation Method</b>                |
|----------------------------|-----------------------------------|--|---|
| 41343                      | Reach Up Post Secondary Education | Provision of program activities and case management to Reach Up participants and a Teen Parent Education Program for eligible teens. | Direct to State Funded                  |
| 41360                      | Farm to Family - Non-WIC          | Programmatic costs associated with Farm to Family Program.   | Direct to Farm to Family Non-WIC        |
| 41361                      | Farm to Family - Senior Coupons   | Programmatic costs associated with Farm to Family Program.   | Direct to Farm to Family Senior Coupons |
| 41362                      | Farm to Family - WIC              | Programmatic costs associated with Farm to Family Program.   | Direct to Farm to Family WIC            |
| 41370                      | DCF - Child Nutrition - CECH      | Support Child Nutrition Program services that can not be funded with 3SquaresVT outreach money.                                      | Direct to State Funded                  |
| 40900                      | Interdepartmental Transfers       | Costs associated with interdepartmental agreements.  | Direct to Interdepartmental Agreements  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **Department of Disabilities, Aging and Independent Living (DDAIL)**

### **I. Introduction**

The following narrative and supporting schedules represent the public assistance cost allocation plan (PCAP) for the State of Vermont, Agency of Human Services (AHS), Department of Disabilities, Aging and Independent Living (DDAIL). DDAIL is responsible for administering Title III funded programming, Section 110 programming and developmental disabilities case management services for the State of Vermont.

#### ***DDAIL Mission Statement***

The Department of Aging and Independent Living is the center of the Agency of Human Services' program management and policy development with respect to older persons and persons with disabilities. The Department has the following goals:

- Assist older persons and adults with physical disabilities to live as independently as possible.
- Assist persons with disabilities to find and maintain meaningful employment.
- Assure quality of care and life to individuals receiving health care and/or long term care services from licensed or certified health care providers and protect elderly and disabled adults from abuse, neglect and exploitation.

Within this document, we have included an overview of DDAIL's organizational structure and a list of the specific functions performed by DDAIL, referred to as plan departments or cost pools, and the allocation method for each function.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## II. Organization

The major programs at DDAIL are organized under the following divisions:

**Division of Disability and Aging Services** - These activities center around developing, overseeing and enabling access to a system of services which assist older persons and persons with disabilities to live as independently as is possible. Includes overseeing a variety of services, such as nutrition, attendant care, homemaker, adult day, respite, transportation, benefits counseling, advocacy, service coordination, information and referral, and, and legal assistance. DDAS also helps children and adults with developmental disabilities and children with health impairments and/or physical disabilities to live as independently as possible within their family, home and community, acting as the appointed (public) guardian for some persons age 60 and over.

**Blind and Visually Impaired** - These activities offer a wide range of vocational, independent living, social and advocacy services to individuals who are blind or visually impaired.

**Vocational Rehabilitation** - These activities are designed to assist persons with disabilities to obtain or maintain employment or independence consistent with their interests and abilities.

**Licensing and Protection** - These activities include the regulation of a variety of health care and residential facilities, and investigating adult abuse and/or neglect.

Also DDAIL has an Intergovernmental agreement with OVHA pertaining to the Global Commitment Health Waiver.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



### III. Plan Departments and Allocation Methodologies

Plan Department 1:

#### State Wide Indirect Cost Allocation Plan (SWICAP)

Nature and Extent of Services: The State of Vermont, Agency of Human Services, negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to DDAIL are included in the CAP and allocated to the appropriate benefiting objectives.

| Plan Dept. | Plan Dept. Name           | Description                                   | Allocation Method   |
|------------|---------------------------|---|---|
| 10000*     | SWICAP                    | DDAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions<br><br>(Department level indirect costs, Statewide costs (including Single Audit), and Agency costs are allocated to each division based on their share of Department wide salary costs excluding the Attendant Service Program salaries. Costs are allocated at the divisional level based on total cost.) |
| 10002*     | Attorney General's Office | DDAIL Allocation of Attorney General's Office | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions   |
| 11111*     | AHS Indirect Cost         | DDAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions   |
| 37070*     | Computer Services Unit    | DDAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. Within Divisions   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 1:

**State Wide Indirect Cost Allocation Plan (SWICAP) (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>                            | <b>Allocation Method</b>  |
|-------------------|------------------------|---|---|
| 33333*            | Secretary's Office     | DDAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions |
| 37200*            | Single State Audit     | DDAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions |
| 37220*            | Human Services Board   | DDAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions |
| 37240*            | Field Services         | DDAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

**DDAIL Commissioner's Office**

Nature and Extent of Services: The DDAIL Commissioner's Office oversees and enables the department to meet its mission: assist older Vermonters and people with disabilities to live as independently as possible; assist people with disabilities to find and maintain meaningful employment; assure quality of care and life to individuals receiving health care services from licensed or certified health care providers; and protect vulnerable adults from abuse, neglect and exploitation.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                            | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
| 39166             | Bioterrorism Prepare Info                         | Costs related to the Bioterrorism Grant   | Direct to Bioterrorism Preparedness Grant   |
| 41499             | MMIS – TA (Advanced Planning Document)            | Conversations or work that is related to MMIS Technical Assistance efforts  | Direct to MMIS – TA based on positive time reporting  |
| 41607             | VEWS – DDI (Advanced Planning Document)           | Conversations or work that is related to the VIEWS design, development, and or implementation efforts   | Direct to VIEWS – DDI based on positive time reporting  |
| 41609             | VEWS – enhanced DDI (APD)                         | Conversations or work that is related to those components of VIEWS design, development, and or implementation efforts that are eligible for enhanced funding (MMIS functions) | Direct to VIEWS – enhanced DDI based on positive time reporting   |
| 41612             | MMIS – IV&V (Advanced Planning Document)          | Conversations or work that is related to the MMIS Independent Verification and Validation efforts   | Direct to MMIS – IV&V based on positive time reporting  |
| 41613             | MMIS – DDI (Advanced Planning Document)           | Conversations or work that is related to the VIEWS design, development, and or implementation efforts   | Direct to MMIS – DDI based on positive time reporting   |
| 41614             | VEWS – IV&V (Advanced Planning Document)          | Conversations or work that is related to the VIEWS Independent Verification and Validation efforts  | Direct to VIEWS – IV&V based on positive time reporting   |
| 43010*            | Commissioner's Office - Department Administration | DDAIL Allocation of State Wide Indirect Costs   | Salary Dollars less Attendant Services Salaries to Division and Total Cost to Plan Dept. within Divisions |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

**DDAIL Commissioner's Office (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>  | <b>Allocation Method</b>     |
|-------------------|------------------------|---|------------------------------|
| Plan Dept.        | Plan Dept. Name        | Description   | Allocation Method            |
| 43500             | General Fund           | Expenses that are entirely State funded                     | Direct to State General Fund |
| 43955*            | MCO Investments        | State expense reportable under the Global Commitment Waiver | Direct to MCO Investments    |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

### Plan Department 3:

#### **Division of Disability and Aging Services**

Nature and Extent of Services: The Division of Disability and Aging Services develops, oversees and enables access to a system of services which assist older persons and persons with disabilities to live as independently as is possible. Its responsibilities include overseeing a variety of services, such as nutrition, attendant care, homemaker, adult day, respite, transportation, benefits counseling, advocacy, service coordination, information and referral, and legal assistance. It also helps children and adults with developmental disabilities and children with health impairments and/or physical disabilities to live as independently as possible within their family, home and community. The Division of Disability and Aging Services is broken down into six distinct units. The following information describes the units.

#### **DDAS Director & Data and Planning Unit**

This unit consists of the Data and Planning Unit as well as the Director of DDAS and support staff. Their functions are wide ranging and contribute to the Division of Disability and Aging Services as a whole. This unit's default program code is 43070. The Method for this program/unit spreads costs based on ratio of total direct costs of each unit in DDAS expended in the quarter.

#### **Office of Public Guardian**

This unit oversees the guardianship services to the elderly and mentally disabled. The ultimate objective of each public guardian is to ensure wards receive appropriate care, protection and services in the least restrictive manner and environment. The director and support staff will be allocated by percent of salary dollars directly charged in the unit.

#### **Adult Services Unit**

The Adult Services Unit manages the Medicaid funded long-term care programs that support older Vermonters, people with physical disabilities, and people with traumatic brain injuries. This unit helps this population of Vermonters live as independently as possible in the setting of their choice. Programs include Choices for Care, Traumatic Brain Injury Program, and Attendant Services Program. The director and support staff are allocated by the percent of salary dollars directly charged in the unit.

#### **Developmental Disability and Children's Unit**

The DD & Children's Unit provides oversight to services that help keep individuals of all ages with developmental disabilities living in the community with their families. They provide support to prevent institutionalizing, prevent or respond to abuse or neglect, prevent imminent risk to people's health and safety, respond to adults who may become homeless, and help people find and maintain employment. Director and staff of this unit are allocated by percent of salary dollars directly charged in the unit.

#### **Clinical Services Unit**

This unit provides consultation and oversight relating to all services that provide skilled nursing care to technologically dependent Medicaid beneficiaries. It also provides clinical oversight to all skilled nursing DDAS staff. Director and staff of this unit are allocated by percent of salary dollars directly charged in the unit.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

### State Unit on Aging

The State Unit on Aging provides oversight and funding for all Older American Act programs that offer services and opportunities for older Vermonters to remain as independent as possible and to be active contributing members of their community. The director and support staff are allocated by the percent of salary dollars directly charged in the unit.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                    | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
| 41499             | MMIS – TA (Advanced Planning Document)    | Conversations or work that is related to MMIS Technical Assistance efforts  | Direct to MMIS – TA based on positive time reporting  |
| 41607             | VIEWS – DDI (Advanced Planning Document)  | Conversations or work that is related to the VIEWS design, development, and or implementation efforts   | Direct to VIEWS – DDI based on positive time reporting  |
| 41609             | VIEWS – enhanced DDI (APD)                | Conversations or work that is related to those components of VIEWS design, development, and or implementation efforts that are eligible for enhanced funding (MMIS functions) | Direct to VIEWS – enhanced DDI based on positive time reporting   |
| 41612             | MMIS – IV&V (Advanced Planning Document)  | Conversations or work that is related to the MMIS Independent Verification and Validation efforts   | Direct to MMIS – IV&V based on positive time reporting  |
| 41613             | MMIS – DDI (Advanced Planning Document)   | Conversations or work that is related to the VIEWS design, development, and or implementation efforts   | Direct to MMIS – DDI based on positive time reporting   |
| 41614             | VIEWS – IV&V (Advanced Planning Document) | Conversations or work that is related to the VIEWS Independent Verification and Validation efforts  | Direct to VIEWS – IV&V based on positive time reporting   |
| 43030*            | DDAS Managers and Support Staff           | Managers and support staff in the Division of Disability and Aging Services   | Method M - Percent of Salary Dollars Directly Charged (DDAS)<br><br>(Managers' & support staff salaries, fringe, and operating expenses will be aggregated and allocated to all direct program charges in the quarter based upon an aggregate percentage of salary dollars directly charged in their unit.) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

**Division of Disability and Aging Services (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
| 43040*            | DDAS –Community Programs and Development Unit<br>Admin/Leave Time | Expenses associated with the administrative and leave time for the DDAS – Community Programs and Development Unit.   | Method L - Percent of Salary Dollars Directly Charged in the Community Programs and Development Unit)<br><br>(Managers' salaries, fringe, and operating expenses will be aggregated and allocated to all direct program charges in the quarter based upon an aggregate percentage of salary dollars directly charged in the Community Programs and Development Unit.) |
| 43070*            | DDAS Division Director and Support Staff                          | Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division.   | Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Salary & Expenses of Division Director and Administrative Staff are allocated based on a ratio of total costs in each division.)   |
| 37700*            | Global Commitment Administration                                  | Staff and related expenses for administering Vermont's Section 1115 Waivers of the Social Security Act and other Global Commitment State Plan Services. Includes grant payments to Area Agencies on Aging for Global Commitment outreach to Ombudsman Program. | Direct to Global Commitment   |
| 37710*            | Global Commitment Program   | Expenses related to Global Commitment programs (TBI, ICF-MR, Waiver, Clinic, Adult Day and ASP Personal Care)  | Direct to Global Commitment Program   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

**Division of Disability and Aging Services (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                           | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|--|--|--|
| 37800             | Social Services Block Grant                      | Expenses related to Social Services Block Grant  | Direct to Social Services Block Grant  |
| 39727             | Commodities Supplemental Food Program            | Delivery of Commodities to primarily Seniors   | Direct to Commodities Supplemental Food Program  |
| 41072             | OVHA SPAP Grant                                  | Expenses related to the SPAP Grant   | Direct to SPAP Grant   |
| 41602             | State Children's Health Insurance Program        | Expenses related to the SCHIP Program  | Direct to SCHIP  |
| 42011             | Guardianship Services Specialists                | Provide Guardianship services to the eligible developmentally disabled population  | Direct to DDAS Guardianship  |
| 42016*            | Nurse SMP Time                                   | Expenses related to Nurse Professional time to administer Global Commitment Program.   | Direct to Global Commitment  |
| 43050*            | Attendant Services Program                       | Staff and expenses related to administering the Attendant Services Program, a program providing attendants to elderly persons and persons with disabilities who manage their own care. | Method O - Persons Served in Quarter By DDAS<br><br>(Allocated among Title III E, General Fund, and Global Commitment Admin 50% based upon the persons served in the quarter.) |
| 43060*            | Case Management                                  | State staff time and expenses related to training program for case managers. Recipients of training are staff from the Area Agencies on Aging and Home Health Agencies.                | Method P - Divided between Title III- E and Global Commitment Admin 50%  |
| 43520             | Dementia Grant                                   | Federal related to respite services to families with dementia  | Direct to Dementia Grant   |
| 43530             | Administration on Aging Support Services (III-B) | Expenses related to administration on aging support services   | Direct to Admin on Aging Support Services – Title III – B  |
| 43531             | AAA Congregate Meals III-C-1                     | Expenses related to grant for congregate meals   | Direct to AAA Cong. Meals III-C1   |
| 43532             | AAA Home Delivered Meals (III-C-2)               | Expenses related to Admin on Aging Home Delivered Meals  | Direct to AAA Delivered Meals III-C-2  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



Plan Department 3:

**Division of Disability and Aging Services (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
| 43534             | AAA Preventative Health III-D   | Expenses related to Admin on Aging Preventative Health                            | Direct to Admin on Aging Preventative Health Title III-D  |
| 43535             | AAA Abuse Prevention VII  | Expenses related to Admin on Aging Abuse Prevention                               | Direct to Admin on Aging Abuse Prevention VII   |
| 43536             | Ombudsman Title VII   | Expenses related to Ombudsman Title VII   | Direct to Ombudsman Title VII   |
| 43550             | AAA General Fund  | Costs for AAA programs providing services to seniors                              | Allocated to Food and Nutrition Services based on cost of the program (using AAA GF Transportation method) for the quarter and then allocated proportionately to the Title III programs based upon Title III total costs in the quarter (using Direct to Older American's Act Method %'s) |
| 43570             | State Health Insurance Program  | Area Agencies on Aging provide outreach and assistance to Medicare beneficiaries. | Direct to State Health Insurance Program Grant  |
| 43590             | NSIP USDA   | Expenses related to NSIP Grant  | Direct to NSIP Grant  |
| 43600             | Food and Nutrition Services   | Food stamp outreach   | Direct to Food & Nutrition Services   |
| 43610             | LIHEAP Energy   | Expenses related to the Energy Outreach Grant                                     | Direct to Energy Outreach Grant   |
| 43810             | Robert Wood Johnson   | Private Grant for housing related expenses  | Direct to Robert Wood Johnson Grant   |
| 43820             | DDAS Transportation –Adult Day Centers                                  | Expenses related to DAD Transportation  | Direct to State General Fund  |
| 43890             | State Plan Administration and National Family Care Supplemental (III-E) | Activities related to administering OAA programs & for III-E services             | Direct to Admin on Aging National Family Care Supplemental III-E  |
| 43891             | ARRA – SCSEP (Senior Community Service Employment Grant)                | Expenses related to federal grant (43991). 43891 used for stimulus tracking.      | Direct to Senior Community Service Employment Program   |
| 43892             | ARRA – AOA Congregate Meals III-C-1                                     | ARRA funded expenses related to the AoA congregate meals grant                    | Direct to AAA Congregate Meals III-C-1 (ARRA)   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

**Division of Disability and Aging Services (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                  | <b>Description</b>  | <b>Allocation Method</b>                     |
|-------------------|---|---|--|
| 43893             | ARRA – AOA Home Delivered Meals III-C-2 | ARRA funded expenses related to the AoA grant for home delivered meals  | Direct to AAA Delivered Meals III-C-2 (ARRA) |
| 43951             | CMS-CSRE-System Change                  | Expenses related to the CMS-CSRE-System Change Grant  | Direct to CMS-CSRE System Change             |
| 43952             | 1115 LTC Waiver extra admin - 50%       | New costs incurred for the purpose of implementing the 1115 LTC Waiver  | Direct to Medicaid 50%                       |
| 43953             | 1115 LTC Waiver extra admin - 75% SPM   | Time and travel of the LTC Nursing Staff for new activities pertaining to the LTC Section 1115 Medicaid Waiver. These activities are limited to: assessing the necessity for and adequacy of services, including level of care determination and utilization review; consulting with staff, providers and other agencies regarding the necessity for and adequacy of medical care and services; and furnishing professional medical opinions. | Direct to Medicaid 75%                       |
| 43955*            | MCO Investments                         | State expense reportable under the Global Commitment Waiver   | Direct to MCO Investments                    |
| 43956             | Senior Center Earmark                   | Costs associated with the Senior Center Grant   | Direct to Senior Center Grant                |
| 43958             | AOA ADRC Program Grant                  | Expenses related to ADRC Program Grant  | Direct to ADRC program Grant                 |
| 43959             | CMSO ADRC Program Grant                 | Expenses related to CMSO ADRC Program Grant   | Direct to CMSO ADRC Program Grant            |
| 43960             | TBI Planning Grant                      | Direct expenses related to the Grant  | Direct to TBI Planning Grant                 |
| 43969             | VT TBI Fund                             | Expenses related to TBI special fund.   | Direct to VT TBI Fund - 21994                |
| 43967             | TBI Employment Grant                    | Employment Focused Neuro-Resource Facilitation for VT Vets with TBI   | Direct to TBI Employment Grant               |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

**Division of Disability and Aging Services (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                          | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
| 43970             | Ombudsman State General Fund                    | Expenses related to legal aid portion of long-term care ombudsman program | Direct to Admin on Aging Support Services III-B   |
| 43980             | Senior Farmers Market                           | Food Coupons to Seniors for use at Farmer's Markets                       | Direct to Senior Farmers Market   |
| 43981             | Nursing Home Diversion Grant                    | Expenses related to the Nursing Home Diversion Grant                      | Direct to Nursing Home Diversion Grant  |
| 43985             | Emergency Preparedness                          | Expenses related to Emergency Preparedness                                | Direct to Emergency Preparedness  |
| 43986             | MIPPA MEA – AAA                                 | MIPPA Medicare Enrollment Assistance - AAA                                | Direct to MIPPA MEA - AAA   |
| 43987             | MIPPA MEA – ADRC                                | MIPPA Medicare Enrollment Assistance – ADRC                               | Direct to MIPPA MEA - ADRC  |
| 43988             | MIPPA 2007 LIS/MSP Outreach                     | MIPPA 2007 Outreach (AAA and ADRC split)                                  | Direct to MIPPA 2007 LIS/MSP Outreach   |
| 43989             | MIPPA 2008 LIS/MSP Outreach                     | MIPPA 2008 Outreach (Medicare beneficiary I&A-other)                      | Direct to MIPPA 2008 LIS/MSP Outreach   |
| 43991             | Senior Community Service Employment Program     | Federal Grant related to employment services for elders                   | Direct to Senior Community Service Employment Program   |
| 43992             | Elderly & Disabled Transportation               | Expenses related to a federal transportation grant                        | Direct to Elderly & Disabled Transportation   |
| 43996*            | Robert Wood Johnson Cash and Counseling Grant   | Expenses related to the RWJ Cash and Counseling Grant                     | Direct to RWJ Cash and Counseling which is funded 50% Global Commitment Admin and 50% RWJ funds |
| 43997             | CMS Quality Assurance/Quality Improvement Grant | Expenses related to the CMS Quality Assurance/Quality Improvement Grant   | Direct to CMS QA/QI   |
| 43998             | CMS Long Housing & Supports Grant               | Expenses related to the CMS Long Housing & Supports Grant                 | Direct to CMS Long Housing & Supports   |
| 43965             | TBI – Vets Info & Referral Grant                | Expenses related to the TBI – Vets Info & Referral Grant                  | Direct to TBI – Vets Info & Referral Grant  |
| 43500             | General Fund                                    | Programs that are entirely State funded                                   | Direct to State General Fund  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 4:

**Division for the Blind and Visually Impaired**

Nature and Extent of Services: The Division for the Blind and Visually Impaired offers a wide range of vocational, independent living, social and advocacy services to individuals who are blind or visually impaired.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                            | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|---|---|--|
| 43020*            | Division Director and Staff                       | Expenses associated with the Division Director, the Casework Supervisor and Administrative Secretary who have broad responsibilities for programs operated within the division. | Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Blind and Visually Impaired)<br><br>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total cost of program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.) |
| 43620             | Independent Living Part B                         | Expenses related to the Independent Living grant  | Direct to Independent Living Grant Part B  |
| 43625             | ARRA – Blind Independent Living Part B - Stimulus | ARRA Expenses related to the Independent Living grant – Part B  | Direct to Independent Living Grant Part B - ARRA   |
| 43630             | Mobile Low Vision Grant Title VII                 | Grant for elders with low vision  | Direct to Mobile Low Vision  |
| 43635             | ARRA – Blind Independent Living Part C - Stimulus | ARRA Grant for elders with low vision   | Direct to Independent Living Grant Part C - ARRA   |
| 43640             | Rehabilitation Training Grant                     | Staff Training Grant  | Direct to Rehab Training Grant   |
| 43650             | Section 110 (Blind and Visually Impaired)         | Expenses related to Section 110 grant   | Direct to Section 110 (Blind)  |
| 43655             | ARRA – DBVI Section 110 - Stimulus                | ARRA stimulus expenses related to Section 110 Grant   | Direct to Section 110 (DBVI) - ARRA  |
| 43660             | Supported Employment Title VI-C                   | Supported Employment services   | Direct to Title VI-C   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 4:

**Division for the Blind and Visually Impaired (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>   | <b>Allocation Method</b>      |
|-------------------|------------------------|--|-------------------------------|
| 43670             | Innovation & Expansion | Expenses related to Section 110 grant.                       | Direct to Section 110 (Blind) |
| 43680             | Vending & Other        | Expenses related to Vending                                  | Direct to Vending and Other   |
| 43500             | General Fund           | State funded programs  | Direct to State General Fund  |
| 43955*            | MCO Investments        | State expenses reportable under the Global Commitment Waiver | Direct to MCO Investments     |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

**Division of Vocational Rehabilitation**

Nature and Extent of Services: The Division of Vocational Rehabilitation assists persons with disabilities to obtain or maintain employment or independence consistent with their interests and abilities.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                             | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|--|--|---|
| 41635             | Medicare Part D                                    | Expenses related to Medicare Part D  | Direct to Medicare Part D   |
| 43020*            | Division Director and Staff                        | Expenses associated with the Division Director, the Program Services Chief, Rehabilitation Coordinator, Systems Developer II, Administrative Secretary, and clerical support staff who have broad responsibilities for programs operated within the division.  | Method A2 - Ratio of Total Direct Program Funds Expended in Quarter (Voc Rehab)<br><br>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total cost of program funds expended. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.) |
| 37700*            | Global Commitment Administration                   | Salary and Expenses related to Personal Care Services  | Direct to Global Commitment Admin   |
| 37710*            | Global Commitment Program                          | Expenses related to personal care services   | Direct to Global Commitment Program   |
| 43290             | Regional Support Staff and General Operating Costs | Expenses incurred by the regional and district offices that support all activities within the region. This includes regional manager salaries and expenses; support staff salaries and expenses; and operating bills not directly attributable to an activity. | Method R - Ratio of Total Direct Program Funds Expended in Quarter by Regional Staff (Voc Rehab)<br><br>(Statewide VR Regional managers, support staff, and operating expenses will be allocated based upon the percentage of statewide regional office personal services and operating direct charged expenses charged to activities.)   |
| 43690             | Assistive Technology Grant                         | Federal Grant to help consumers receive information pertaining to assistive Technology and system changes  | Direct to Assistive Technology Grant  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

**Division of Vocational Rehabilitation (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>                         |
|-------------------|---|---|--|
| 43700             | Employee Assistance   | Expenses related to the EAP program   | Direct to Employee Assistance                    |
| 43720             | Counseling and Assistance - Social Security Disability Insurance Benefit Offset Demonstration Pilot | Expenses related to Social Security Disability Insurance Benefit Offset Demonstration Pilot | Direct to SSDI Benefit Offset                    |
| 43730             | Supported Employment Title VI-B   | Expenses related to Supported Employment grant  | Direct to Supported Employment Title VI-B        |
| 43740             | Ticket To Work  | Expenses related to Ticket to Work in the Section 110 Program                               | Direct to Section 110                            |
| 43750             | Voc Rehab Independent Living Grant Part B   | Direct expenses related to the Grant  | Direct to Independent Living Grant Part B        |
| 43755             | ARRA – VR Independent Living Part B - Stimulus  | ARRA Expenses related to the Independent Living grant – Part B                              | Direct to Independent Living Grant Part B - ARRA |
| 43760             | Rehabilitation Training Grant   | Staff Training Grant  | Direct to Rehab Training Grant                   |
| 43770             | Section 110 (Voc Rehab)   | Expenses related to Section 110 grant.  | Direct to Section 110 (Voc Rehab)                |
| 43771             | DOL Evaluations   | Expenses related to DOL Evaluations   | Direct to DOL Evaluations                        |
| 43775             | ARRA – VR Section 110 - Stimulus  | ARRA stimulus expenses related to Section 110 Grant   | Direct to Section 110 (Voc Rehab) - ARRA         |
| 43790             | Welfare to Work   | Expenses related to Welfare to Work grant.  | Direct to Welfare to Work                        |
| 43795             | Community Action - SSI  | Expenses related to VR Community Action - SSI applications                                  | Direct to Community Action - SSI                 |
| 43800             | Innovation & Expansion  | Expenses related to the Section 110 Grant   | Direct to Section 110                            |
| 43895             | Reach Up Non VR   | Expenses related to Reach Up grant  | Direct to Reach Up – Non VR                      |
| 43899             | VR Reach Up Pilot   | Expenses related to Reach Up grant  | Direct to Reach Up - Pilot                       |
| 43900             | Medicaid Infrastructure Grant   | Direct expenses related to the Grant  | Direct to Medicaid Infrastructure Grant          |
| 43910             | DET Grant   | Direct expenses related to the Grant  | Direct to DET Grant                              |
| 43954             | Corrections Disability Tracking   | Expenses related to Corrections SSA Billing   | Direct to Corrections SSA Billing                |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

**Division of Vocational Rehabilitation (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                      | <b>Description</b>  | <b>Allocation Method</b>                              |
|-------------------|---|---|---|
| 43961             | Work Incentives Planning & Assistance Grant | Expenses related to the Work Incentives Planning & Assistance Grant | Direct to Work Incentives Planning & Assistance Grant |
| 43962             | Mathmatica                                  | Direct expenses related to the Mathmatica Policy & Research Grant   | Direct to Mathmatica Policy & Research Grant          |
| 43500             | General Fund                                | Programs that are entirely State funded                             | Direct to State General Fund                          |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



Plan Department 6:

**Division of Licensing and Protection**

Nature and Extent of Services: The Division of Licensing and Protection regulates a variety of health care and residential facilities, and investigates adult abuse and/or neglect.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                    | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
| 37700*            | Global Commitment Admin                   | Expenses related to Global Commitment Admin  | Direct to Global Commitment Admin & State General Fund  |
| 43020*            | Director, Nurse Survey & Staff            | Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division. | Method J - Salary & Expenses in Quarter – Director of Division of Licensing and Protection and Staff<br><br>(Time and expenses of Director and staff are allocated to all division programs based on salary costs in the quarter.)                      |
| 43040*            | Licensing and Protection Admin/Leave Time | Expenses associated with the administrative and leave time for the Licensing and Protection Division.  | Method K - Salary & Expenses in Quarter – Director of Division of Licensing and Protection<br><br>(Administrative and leave time expenses are allocated to all division programs based on salary costs in the quarter.)                                 |
| 43070*            | Director and Administrative Support       | Expenses for the Division director and administrative support that supports entire division.   | Method I - Salary & Expenses in Quarter – Director of Division of Licensing and Protection<br><br>(Time and expenses of Director and secretarial support for the Division are allocated to all division programs based on salary costs in the quarter.) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                    | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
| 43100*            | LTC Engineering                           | Expenses for staff of the Division of Labor and Industry that work with the Survey and Certification staff on the licensure of facilities. Also, includes costs for architectural, engineering, and other consultants necessary for facilities licensing.        | Method H - Allocated based on total costs of survey work to programs that require facility engineering. |
| 43110             | Clinical Laboratory Cer. and Insp.        | Costs incurred in the enforcement of federal regulations in federally certified clinical laboratories.   | Direct to Clin Lab Cert and Insp.   |
| 43120             | Certification of Home Health Agencies     | Cost incurred in the survey of Vermont Home Health Agencies and Hospice programs to ensure compliance with all federal regulations related to HHA and Hospice.   | Direct to Medicare (XVIII Funds)  |
| 43130             | Non-Certified Health Care Facilities      | Expenses incurred in the surveys, follow-up visits, and complaint investigations occurring in nursing homes that are state licensed, but not federally certified.  | Direct to State General Funds   |
| 43140             | Hospital XVIII Non Licensed HC Facilities | Expenses incurred in the surveys of Outpatient Rehabilitation Facilities; End State Renal Dialysis Units; Rural Health Centers; Outpatient P.T.; Outpatient S.T., Independent Physical Therapists; and the Medicare-certified portion of Vermont State Hospital. | Direct to Medicare (XVIII Funds)  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                       | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|--|--|--|
| 43150             | Hospital XVIII Licensed HC Facilities        | Expenses incurred in the performance of validation surveys, and substantial allegation surveys in hospitals as directly by CMS. Includes enforcement of federal regulations in psychiatric hospitals, psychiatric units of hospitals, rehabilitation units of hospitals, and swing beds. | Direct to Medicare Title XVIII Non-SNF and State General Fund  |
| 43160             | State Licensure                              | Expenses incurred in the enforcement of State licensure requirements in Level III residential care facilities that do not provide Assistive Community Care Services; Level IV residential care facilities; assisted living facilities; and therapeutic community residences.             | Direct to State General Funds  |
| 43170*            | LTC – Multi, Licensure of Nursing Facilities | Expenses incurred in the surveys, follow-up visits, and complaint investigations occurring in nursing facilities that are federally certified for participation in the Title XVIII & XIX program.  | Allocation between S&C State General Fund, XVIII, XIX, and State based on Homes Certification per Surveys and Certification Policies (for Nursing Homes).  |
| 43190             | ICF/MRs                                      | Expenses incurred in the enforcement of federal ICF/MR requirements.   | Allocation between XIX and State for ICF/MRs   |
| 43200             | Community Care Homes (CCH)                   | Expenses related to community care homes   | Direct to State General Fund   |
| 43210*            | Level III Licensed Facilities                | Expenses incurred in the review and enforcement of state licensure and federal requirements related to facilities providing Assistive Community Care Services.   | Allocated between Global Commitment and State General Funds using # ACCS beds billed Global Commitment for qtr by 15th of month divided by total # ACCS beds on 15th of month beginning quarter. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>               | <b>Description</b>  | <b>Allocation Method</b>                                     |
|-------------------|--------------------------------------|---|--|
| 43220*            | Baseline Validation                  | Expenses incurred in the site visits to nursing facilities to verify the accuracy of the information provided the Federally mandated MDS+ forms.  | Direct to Global Commitment                                  |
| 43230*            | Prior Authorization Program (SPMP)   | Expenses incurred in the review of the medical necessity of all nursing facility admissions of Medicaid/Medicaid applied individuals.   | Direct to Global Commitment                                  |
| 43240*            | Enhanced Residential Care            | Expenses related to time spent assessing placement variance and assessments required for 1115 Waiver applications. This includes time spent on activities required beyond the normal licensing time for residential care home licensure due to the placement of an 1115 Waiver resident in a residential care home. | Direct to Global Commitment                                  |
| 43250             | Outcome and Assess. Info Set (OASIS) | Cost associated with administration of the federally mandated home health agency Outcome and Assessment Information Set.  | Direct to OASIS  |
| 43260*            | NATAC Admin & Registry               | Cost related to the nurse assistant testing competency evaluation program   | Direct to NATCEP Admin & Registry and S&C Medicare XVIII LTC |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                             | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|--|---|---|
| 43270*            | Minimum Data Set (MDS)                             | Cost associated with information technology and reporting associated with the administration of the federally mandated nursing home Minimum Data Set.             | Allocation between XVIII, XIX, and State based on Surveys and Certification (for Nursing Homes)<br><br>(Costs are allocated in accordance with survey and certification procedure based on the licensure of nursing homes.) |
| 43310*            | Training ICF/MR                                    | Covers expenses incurred by staff in attending in-services, conferences, and workshops related to the enforcement of federal regulations in ICF/MR                | Allocation Between Global Commitment, and State for ICF/MRs<br>75% Global Commitment and 25% State.   |
| 43320             | Health Care Facilities Training Nursing Facilities | Covers expenses incurred by staff in attending in-services, conferences, and workshops related to the enforcement of federal regulations in certified facilities. | Direct to Medicare Title XVIII Non-SNF & Medicare XVIII LTC   |
| 43330             | Home Health Hotline                                | Costs for operating the Home Health Hotline.  | Direct to Medicare (XVIII Funds)  |
| 43340*            | Nursing Home Complaints                            | Expenses related to nursing home complaints   | Allocation between XVIII, XIX, and State based on licensure of nursing homes.   |
| 43350*            | Nurse Aid Training and Competency (NATAC)          | Costs incurred in the administration of competency tests and skills tests to nurse aides as required by federal regulations.                                      | Direct to Nurse Aid Testing   |
| 43360             | Assisted Living                                    | Expenses related to assisted living services  | Direct to State General Fund  |
| 43950             | Medicare Supplemental for Equipment                | Specific funding dedicated by HHS/CMS Medicare to purchase equipment to upgrade/replace equipment for Nurse Surveyor's in division.                               | Direct to Medicare Supplemental for Equipment   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>            | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|-----------------------------------|--|---|
| 43955*            | MCO Investments                   | State expenses reportable under the Global Commitment Waiver   | Direct to MCO Investments   |
| 44444*            | NATAC Registry and Administration | Costs incurred in the administration of federally mandated nurse aide training and competency program and maintenance of registry. | Allocation between XVIII and NATCP Admin & Registry based on Certified and Participating Facilities (for NATAC Admin)<br><br>(Expenditures for administration and Nurse Aid Registry are allocated to the Medicare portion of Survey and Certification and Medicaid Administration based on the number of participating facilities certified for Medicare and Medicaid programs.)                           |
| 55551*            | Consultants                       | Expenses related to Consultants  | Ratio of Total Direct Program Funds Expended in Quarter<br><br>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>                | <b>Allocation Method</b>   |
|-------------------|------------------------|-----------------------------------|--|
| 55555*            | Communication          | Expenses related to communication | <p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p> |
| 66661*            | Subcontracts           | Expenses related to subcontracts  | <p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p> |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>                       | <b>Allocation Method</b>   |
|-------------------|------------------------|--|--|
| 66666*            | Supplies               | Expenses related to Supplies             | <p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p> |
| 77771*            | Workers Compensation   | Expenses related to Workers Compensation | <p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p> |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>                      | <b>Allocation Method</b>   |
|-------------------|------------------------|---|--|
| 77777*            | Space                  | Expenses related to space               | <p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p> |
| 88881*            | Liability Insurance    | Expenses related to liability insurance | <p>Ratio of Total Direct Program Funds Expended in Quarter</p> <p>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.)</p> |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 6:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>                      | <b>Allocation Method</b>  |
|-------------------|------------------------|---|---|
| 66662*            | Equipment              | Expenses related to equipment           | Ratio of Total Direct Program Funds Expended in Quarter<br><br>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.) |
| 43500             | General Fund           | Programs that are entirely State funded | Direct to State General Fund  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **Office of Vermont Health Access (OVHA)**

### **I. Introduction**

The OVHA is the State office responsible for the management of Medicaid, the State Children's Health Insurance Program (CHIP), and other publicly funded health insurance programs in Vermont. The OVHA is the largest insurer in Vermont in terms of dollars spent and the second largest insurer in terms of covered lives.

The mission of the OVHA is to:

- Assist beneficiaries in accessing clinically appropriate health services.
- Administer Vermont's public health insurance system efficiently and effectively.
- Collaborate with other health care system entities in bringing evidence based practices to Vermont Medicaid beneficiaries.

The OVHA is lead by the Medicaid Director, Deputy Director, Medicaid Policy, Fiscal and Support Services Division, Deputy Director, Managed Care Organization Division, the Deputy Director of Healthcare Reform, and the Medical Director. The Medicaid Director is responsible for oversight of all of OVHA's operations. The Deputy Director of Program Operations is primarily responsible for data analysis, health programs integration, and pharmacy and program integrity. The Deputy Director of Administrative Operations is responsible for policy, provider relations, benefit coordination, reimbursement and administrative services. The Deputy Director of Healthcare Reform is responsible for oversight of Healthcare Reform initiatives. The Medical Director is responsible for clinical operations, chronic care management and care coordination.

During the fall of 2005, the State received approval from the Centers for Medicare and Medicaid Services (CMS) for a Section 1115 Medicaid Waiver known as "Global Commitment to Health Waiver". The Waiver allows the State to fundamentally restructure the Medicaid program and imposes a cap on the amount of federal funding available for services for the Medicaid population. The State exchanged the risk of operating under a capped funding arrangement for the opportunity to use federal Medicaid funds for non-Medicaid health programs.

The goals of the Waiver include:

1. Financial and programmatic flexibility to help maintain public health care coverage and provide for more effective services.
2. To lead in exploring new ways to reduce the number of uninsured.
3. Foster innovation within health care by focusing on health care outcomes.

The five-year Waiver term became effective October, 2005, and allows the State to deviate from traditional federal Medicaid law and regulations in the following key ways:

1. Imposes a global cap on federal funds.
2. Establishes the OVHA as a managed care organization (MCO).
3. Allows the State to used federal Medicaid funds for state fiscal relief and non-Medicaid health programs.
4. Provides flexibility to reduce benefits, increase cost sharing, and limit enrollment for optional and expansion populations with some limits.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **I. Introduction (continued)**

Within the Agency of Human Services (AHS), the Waiver will allow cross-departmental initiatives to obtain the greatest value from scarce health care dollars. The flexibility of the Waiver allows the State to effectively manage public resources, provide the tools necessary to make health care programs fiscally sustainable, and improve the Vermont health care system.

Under the Global Commitment to Health Waiver, the OVHA is an MCO, and must meet rules for Medicaid MCOs. The OVHA has intergovernmental agreements (IGAs) with the AHS and AHS departments that make them part of the MCO within the framework of the Global Commitment to Health Waiver. The State desires to use the Global Commitment to Health Waiver flexibility to integrate a Chronic Care Management Program (CCMP) into a system of care that can be used to benefit Medicaid beneficiaries, providers, and the OVHA.

### ***Other Departmental Claiming***

The following AHS Departments also claim allowable administrative to the Medicaid program, such as school-based and child welfare related costs:

Social and Rehabilitative Services (SRS), now DCF

- Percentage of Social Worker time spent on allowable Medicaid administrative activities.

Prevention Assistance, Transition, and Health Access (PATH), now DCF

- Medicaid outreach and eligibility.

Department of Aging and Independent Living (DAIL)

- Grants to designated agencies for local administration of HCB waiver.
- Grants to area agencies on aging to assist elders in Medicaid outreach.
- Division of Advocacy and Independent Living staff time on administering waivers and fulfilling Medicaid state plan requirements.
- NATAC Registry and Administration.
- Licensed Nursing Facilities Survey, Licensure, and Complaints.
- ICF/MR Licensure.
- Level III Homes Licensure.
- Home Health Hotline.
- Auditing MDS+ Forms.
- Prior authorization personnel.
- Developmental Services administration.
- Vocational Rehabilitation staff administering traumatic brain injury HCB waiver.

Vermont Department of Health (VDH)

- Medicaid outreach and eligibility.
- Medical Practice Division (Quality Assurance).
- Selected Skilled Professional Medical Personnel.

Costs for these activities are included in each Department's plan and included on the CMS-64 as appropriate.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## II. Plan Departments and Allocation Methodologies

Plan Department 1:

### Indirect Cost Allocations

Nature and Extent of Services: The State of Vermont, Agency of Human Services negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to OVHA are included in the CAP and allocated to the appropriate benefiting objectives. OVHA also receives allocations from the AHS Office of the Secretary.

| Plan Dept.        | Plan Dept. Name   | Description  | Allocation Method   |
|-------------------|---|--|---|
| 1000.1            | SWICAP  | OVHA Allocation of Statewide Indirect Costs                        | Salary and wage account code totals across all Program codes. |
| 1001.1            | AHS-CO  | OVHA Allocation of Central Office Costs                            | Salary and wage account code totals across all Program codes  |
| 1003.1            | Human Service Board                                     | OVHA Allocation of Human Service Board Costs                       | Salary and wage account code totals across all Program codes  |
| 1004.1            | Financial Statement and Internal Control Audit Expenses | OVHA Allocation of Statewide Single Audit Indirect Costs           | Salary and wage account code totals across all Program codes  |
| 1005.1            | AAG Office  | OVHA Allocation of Attorney General's Office Costs                 | Salary and wage account code totals across all Program codes  |
| 1006.1            | Information Technology                                  | OVHA Allocation of IT Costs  | Salary and wage account code totals across all Program codes  |
| <del>1006.3</del> | <del>IT 90/10</del>                                     | <del>OVHA Allocation of AHS IT costs related to MOVE Project</del> | <del>Direct to Medicaid Admin</del>                           |
| 1007.1            | Field Services  | OVHA Allocation of Field Services Costs                            | Salary and wage account code totals across all Program codes  |
| 1008.1            | 75/25 Medicaid  | OVHA Allocation of AHS contracted EQRO Costs at 75%                | Direct to GC  |
| 1009.1            | GC Admin  | OVHA Allocation of AHS Medicaid Admin                              | Direct to GC  |
| 1010.1            | VIEWS – MOVE  | OVHA allocation of AHS Views – Move Related costs. (41607)         | <del>Direct to 50%–Per approved IAPD</del>                    |
| 1011.1            | 5010  | OVHA allocation of 5010 MOVE related costs. (41608)                | Direct to <del>5010 90%</del> IAPD                            |
| 1012.1            | MOVE project 90/10                                      | OVHA allocation of AHS IT costs related to MOVE Project. (41499)   | Direct to MMIS 90%  |

Cost Allocation Plan Guidance:

| Plan Department                     | References  |
|-------------------------------------|---|
| SWICAP, Single State Audit, and AHS | OMB A-87, Attachment A, Section C (1)(a), and Attachment A, Section B.1 |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

**Salaries, Benefits and Travel**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for salary, benefits, and related costs associated with OVHA programs.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                   | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|--|---|--|
| <b>41085.101</b>  | DUR/MAB Board                            | Provide consultation and feedback on program design, management, and operations. The Drug Utilization Review Board (DUR) consists of physicians and pharmacists. The DUR Board reviews drug utilization in terms of prescriber practices, pharmacy dispensing, and beneficiary use. The Board also acts as OVHA's Pharmacy and Therapeutics P&T Committee, advising OVHA on benefit design for the pharmacy programs. The Medicaid Advisory Board consists of providers and beneficiaries and their representatives; representatives of other related government entities; and other interested parties providing evaluation and advice on the design and operations of all of OVHA's benefit programs. | Time Attested for Global Commitment, CHIP and Catamount Health (41085 and 41488) |
| <b>41486.101</b>  | Director's Office                        | Operations and oversight of OVHA units in both operations and the administration of the State of Vermont's public health care programs; Act as Chief Liaison to and directs staff interaction with administration, legislature, AHS central office and departments, other state agencies, the media and federal entities.   | Salary and wage account code totals across all Program codes. (41486)            |
| <b>41487.101</b>  | Data Analysis Management & Reimbursement | Provides data and analytical support to OVHA. Responds to Medicaid claims and enrollment data requests in a timely and accurate manner as well as providing analytical support to OVHA staff and units.   | Salary and wage account code totals across all Program codes. (41487)            |
| <b>41488.101</b>  | Pharmacy Unit                            | Implements and manages the pharmacy benefits for Medicaid and the VHAP, VHAP Pharmacy, VScript, VScript Expanded, Medicare Part D and VPharm plans. Ensures that the State's pharmacy benefit plans are implemented and administered appropriately so that benefits can be accessed appropriately and pharmacies' claims for those activities are processed correctly and paid on a timely basis. Also work with Vermont Medicaid enrolled providers regarding the State's pharmacy programs.   | Time Attested for Global Commitment, CHIP and Catamount Health (41085 and 41488) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2 (Continued):

**Salaries, Benefits and Travel (Continued)**

| <b>Plan Dept.</b>                    | <b>Plan Dept. Name</b>     | <b>Description</b>   | <b>Allocation Method</b>  |
|--------------------------------------|----------------------------|--|---|
| <b>41489.101</b>                     | Health Program Integration | Builds and maintains bridges between OVHA and other departments within the AHS for items such as grants, agreements, etc. Provides lead or support for intra-agency grants and projects and is involved in cross-AHS Q1 activities. Responsible for producing InterGovernmental Agreements between OVHA and other Departments, as well as plays the lead role in OVHA's Medicare Modernization Act.  | Time Attested for Global Commitment, CHIP and Catamount Health (41489)  |
| <b>41490.101</b>                     | Clinical Unit              | Manages Care Coordination (CC), Quality Initiatives (QI) and Prior Authorizations. CC initiative is designed to facilitate the provider/patient relationship by coordinating interventions that assist primary care practices for the needs of our beneficiaries – specifically in emergency room utilization and inpatient hospitalization. QI provides operational direction necessary to monitor and evaluate the quality and appropriateness of care and service for our members, identify opportunities for clinical and service improvement, ensure resolution of identified problems and to measure/monitor intervention results over time to assess the need for new improvement strategies. | Time Attested for Global Commitment, CHIP and Catamount Health (41490)  |
| <b>41491.101</b><br><b>41491.201</b> | Field Services             | Extension of the above mentioned clinical unit responsibilities with the addition of make routine visits to provider/patients.   | Time Attested for Global Commitment, CHIP and Catamount Health (41491) SPMP (.201) Time Claimed Via Separate Time Attestations at 75% |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2 (Continued):

**Salaries, Benefits and Travel (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>     | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|----------------------------|---|--|
| <b>41492.101</b>  | Information Technology     | Responsible for Global Clinical Record system that supports OVHA business functions, such as prior authorizations and tracking of special cases – operation and maintenance as well as a help desk. Also included is reconciliation of data errors between the health care eligibility and claims processing systems. New user system accounts, some training, ordering of computer equipment and overseeing the technology component of the EDS contract are also done in this unit.         | Time Attested for Global Commitment, CHIP and Catamount Health (41492) |
| <b>41493.101</b>  | Provider & Member Services | Provide assistance to all provider groups for both incoming and outgoing communication regarding issues that affect providers.  | Time Attested for Global Commitment, CHIP and Catamount Health (41493) |
| <b>41495.101</b>  | Policy and Reporting       | Represents OVHA in a variety of venues and furnishes required reports for the state and federal governments. Also responsible for maintaining and revising when necessary the Vermont Medicaid State Plan, the Vermont Medicaid Rules and Procedures and the Vermont Health Access Program rules and procedures. Coordination and management of the administrative process of responding to requests for non-covered services by beneficiaries as well as representing OVHA at fair hearings. | Time Attested for Global Commitment, CHIP and Catamount Health (41495) |
| <b>41496.101</b>  | Coordination of Benefits   | Investigates claims potential for third party liability for areas of health insurance, court ordered medical support, Medicare Part D drug plans, estate recovery, cost effective health insurance, workers compensation and subrogation. When a liability is found, claims and/or liens are filed with the liable party obligating the party to reimburse the Medicaid paid claims.  | Time Attested for Global Commitment, CHIP and Catamount Health (41496) |
| <b>41497.101</b>  | Administrative Services    | Responsible for fiscal and operational activities, including budget items, AR, AP, payroll and expenses, contract and grant monitoring, federal reporting, cost allocation and overall human resources and building maintenance.  | Salary and wage account code totals across all Program codes. (41497)  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



Plan Department 2 (Continued):

**Salaries, Benefits and Travel (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                     | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|--|--|--|
| <b>41498.101</b>  | Surveillance and Utilization Review (SURS) | Responsible for monitoring the integrity of our Medicaid Program, including the provision of medically necessary and appropriate health care services, accurate reimbursement to qualified providers of those services, efficient administration of the program and the prevention of inappropriate services and reimbursement. Works closely with each department within OVHA as well as the Medicaid Fraud and Residential Abuse Unit to investigate referred issues to determine if there is a problem. | Time Attested for Global Commitment, CHIP and Catamount Health (41498) |
| <b>41499.101</b>  | <b>MMIS - TA</b>                           | Consulting services and state staff to assist the State's planning and re-procurement of the Medicaid Management Information System (MMIS).  | <b>Direct to MMIS 90% <del>FMAP</del></b>                              |
| <b>41607.101</b>  | <b>IEWS – DDI (development)</b>            | Conversations or work that is related to the IIEWS Design, Development and/or Implementation efforts. IAPD   | <b>Per approved IAPD <del>Direct to FMAP 50%</del></b>                 |
| <b>41608.101</b>  | 5010                                       | Conversations or work that is related to 5010 efforts. IAPD  | <b>Direct to 5010 IAPD <del>FMAP 90%</del></b>                         |
| <b>41609.101</b>  | <b>IEWS – Enhanced – DDI (development)</b> | Conversations or work that is related to those components of IIEWS Design, Development and/or Implementation efforts that are eligible for enhanced funding (MMIS functions). IAPD   | <b>Per approved IAPD <del>Direct to FMAP 90%</del></b>                 |
| <b>41612.101</b>  | MMIS – IV&V                                | Conversations or work that is related to the MMIS Independent Verification and Validation efforts. PAPD  | <b>Direct to MMIS 90% <del>Direct to FMAP 90%</del></b>                |
| <b>41613.101</b>  | MMIS – DDI                                 | Conversations or work that is related to the MMIS Design, Development and/or Implementation efforts. PAPD  | <b>Direct to MMIS 90% <del>Direct to FMAP 90%</del></b>                |
| <b>41614.101</b>  | IEWS – IV&V                                | Conversations or work that is related to the IIEWS Independent Verification and Validation efforts. IAPD   | <b>Per approved IAPD <del>Direct to FMAP 50%</del></b>                 |
| <b>41616.101</b>  | CMS HIT 4201 P-APD                         | Costs Associated with development of a State Medicaid Health Information Technology Plan (SMHP)  | Direct to CMS 4201 HIT P-APD   |
| <b>41617.101</b>  | ONC HIT 3013                               | Costs Associated with Vermont State HIT-HIE Program and eHealth Initiative   | Direct to ONC HIT grant  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2 (Continued):

**Salaries, Benefits and Travel (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|------------------------|---|---|
| <b>41626.101</b>  | Health Care Reform     | Time and effort associated with implementing Vermont's Healthcare Reform program. Healthcare Reform in the State of VT is made up of over 60 specific initiatives all designed to increase access, improve the quality, and contain costs of healthcare for Vermonters. | Time attested for Global Commitment, CHIP, and Catamount Health. (41626)<br><br>Staff in this Program code also direct code time as appropriate to other Program codes. |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>   | <b>References</b>   |
|--|---|
| 41085, 41486, 41487, 41488, 41489, 41490, 41491, 41492, 41493, 41494, 41495, 41496, 41497, 41498, 41499, 41607, 41608, 41609, 41612, 41613, 41614, 41616, 41617, 41626 | OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 11 (a) and (b) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3:

**Contracts and Grants**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for medical services contract costs associated with OVHA programs.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>      | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|-----------------------------|---|---|
| <b>41050.101</b>  | Maximus                     | Benefits counseling enrollment outreach and member services   | EDS Units Provided for Global Commitment, Choices for Care, CHIP, and All Other Related Programs          |
| <b>41051.101</b>  | MedMetrics                  | Pharmacy Benefit Manager  | EDS Pharmacy Units Provided for Global Commitment, Choices for Care, CHIP, and All Other Related Programs |
| <b>41052.101</b>  | EDS(HIPAA/MIS Grant)        | Personal services contract to assist the State in integrating the Health Insurance Portability and Accountability Act for proposed rules and regulations regarding security and privacy of medical records.   | Direct to FMAP 90%  |
| <b>41110.101</b>  | General Admin/Medicaid-OVHA | General administrative expenses that are direct charged to Medicaid including but not limited to expenditures related to meetings to be directly billed.  | EDS Units Provided for Global Commitment, Choices for Care, CHIP, and All Other Related Programs          |
| <b>41120.101</b>  | Fiscal Intermediary (EDS)   | Cost of contractual services provided by E.D.S. Federal Corporation for the administration of Medicaid/CHIP program. E.D.S. receives, organizes and processes bills for medical recipients, maintains and makes available on-line histories of benefits paid and develops new applications with the context of approved advance planning documents. | EDS Units Provided for Global Commitment, Choices for Care, CHIP, and All Other Related Programs          |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 3 (Continued):

**Contracts and Grants (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>                                 | <b>Allocation Method</b>   |
|-------------------|------------------------|--|--|
| <b>41125.101</b>  | Peer Review Contracts  | Utilization review services contract for Medicaid. | EDS Units Provided for Global Commitment, Choices for Care, CHIP, and All Other Related Programs |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>                   | <b>References</b>   |
|--|---|
| 41050, 41051, 41052, 41110, 41120, 41125 | OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 11 (a) and (b) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 4:

**Programmatic Costs**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for other programmatic costs associated with OVHA programs not including, salary, benefits, travel and medical services contracts.

| <b>Plan Dept.</b>  | <b>Plan Dept. Name</b> | <b>Description</b> | <b>Allocation Method</b>  |
|--|------------------------|--------------------|---|
| <b>41601.115</b><br><b>41601.116</b><br><b>41601.216</b><br><b>41601.117</b><br><b>41601.118</b> | Traditional Medicaid   | Programmatic Costs | Actual Charges Incurred for Global Commitment, Choices for Care (including ARRA funding), CHIP and Other Related Programs (41601.115)<br>Direct to Choices for Care (.116)<br>Direct to ARRA (.216)<br>Direct to Catamount Health (.117)<br>Direct to Non-Waiver (.118) |
| <b>41602.118</b>   | CHIP Payments          | Programmatic Costs | Direct to CHIP  |
| <b>41603.117</b>   | Civil Union            | Programmatic Costs | Direct to MCO Investments   |
| <b>41605.117</b><br><b>41605.217</b>   | State-Only Pharmacy    | Programmatic Costs | Direct to State Funds (.117)<br>Direct to MCO Investments (.217)  |
| <b>41610.117</b>   | HIV/INS                | Programmatic Costs | Direct to MCO Investments   |
| <b>41615.115</b><br><b>41615.116</b><br><b>41615.216</b>   | Buy-in Part A          | Programmatic Costs | Actual Charges Incurred for Global Commitment, Choices for Care (including ARRA funding), CHIP and Other Related Programs (41615.115)<br>Direct to Choices for Care (.116)<br>Direct to ARRA (.216)   |
| <b>41620.118</b>   | Refugee Program        | Programmatic Costs | Direct to Non-Waiver  |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 4 (Continued):

**Programmatic Costs (Continued)**

| <b>Plan Dept.</b>  | <b>Plan Dept. Name</b> | <b>Description</b> | <b>Allocation Method</b>  |
|--|------------------------|--------------------|---|
| <b>41625.115</b>   | Vermont Legal Aid MAP  | Programmatic Costs | Direct to Global Commitment   |
| <b>41631.115</b>   | GEARWAR                | Programmatic Costs | Actual Charges Incurred for Global Commitment, Choices for Care, CHIP and Other Related Programs (41631)  |
| <b>41641.115</b><br><b>41641.116</b><br><b>41641.216</b><br><b>41641.117</b><br><b>41641.118</b> | Buy-in Part B          | Programmatic Costs | Actual Charges Incurred for Global Commitment, Choices for Care (including ARRA funding), CHIP and Other Related Programs (41641.115)<br>Direct to Choices for Care (.116)<br>Direct to ARRA (.216)<br>Direct to Catamount Health (.117)<br>Direct to Non-Waiver (.118) |
| <b>46405.117</b>   | Medicare Clawback      | Programmatic Costs | Direct to State Funds   |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>  | <b>References</b>   |
|---|---|
| 41601, 41602, 41603, 41605, 41610, 41615, 41620, 41625, 41631, 41641, 46405 | OMB A-87, Attachment A, Section C 1(a) & Attachment B, Section 11 (a) and (b) |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **Vermont Department of Health (VDH)**

### **I. Introduction**

The Vermont Department of Health (VDH) has nine divisions within three appropriations, as follows:

#### Administration appropriation

- Administration division

#### Public Health appropriation

- Public Health Preparedness
- Health Surveillance
- Maternal and Child Health
- Health Promotion and Disease Prevention
- Office of Local Health
- Medical Practice Board
- Blueprint

#### Alcohol and Drug Abuse Programs appropriation

- Alcohol and Drug Abuse Programs division

The Department of Mental Health (DMH) was a division within the Department of Health for two years prior to July 1, 2007 when it became a separate Department. Certain support services for the Department of Mental Health, such as budget, grants administration, accounts payable services, facilities support and information technology services, continued to be provided by staff of the Department of Health. On July 1, 2009, certain staff were transferred from VDH to DMH in order to give DMH the capacity to provide its own budgeting and statistical services. As of December 31, 2009, VDH only provided IT support for DMH, as DMH moved to Waterbury. Accordingly, this Plan continues to provide a mechanism (Program Code 39002) for VDH IT staff costs to be allocated to DMH programs as appropriate.

VDH's mission statement is as follows:

We will have the nation's premier system of public health, enabling Vermonters to lead healthy lives in healthy communities.

- We will lead our state and communities in the development of systematic approaches to health promotion, safety and disease prevention.
- We will continuously assess, vigorously pursue and document measurable improvements to the health and safety of Vermont's population.
- We will succeed through excellence in individual achievement, organizational competence and teamwork within and outside of the Department of Health.

Within this document we have included an overview of VDH's organizational structure and a list of the specific functions performed by VDH, referred to as plan departments or cost pools, and the allocation method for each function. Please note that the plan department numbers correspond to internal AHS program codes from the state accounting system.

### **II. Organization**

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

VDH is organized into nine divisions, as listed above. For the implementation of Global Commitment, VDH activities are based on an Inter-Agency Agreement with OVHA. OVHA is the Public Managed Care Organization (Public MCO) for all enrollees under the Global Commitment to Health Waiver. The AHS, as the Single State Agency, will provide oversight of the OVHA in that capacity.

### ***Administration:***

The Administration appropriation includes:

- The Commissioner's Office;
- Health Planning
- Information Technology Services;
- Business Office;

The Commissioner's Office provides policy direction and guidance to staff and programs of the Department. In addition, the Office keeps the public informed of issues that may affect their health and wellbeing through press releases, press conferences and responding to multiple daily press inquiries seeking information related to matters affecting public health. Information on community health is made available to the public through the periodic release of the *Health Status Report* and through establishing broad health goals such as are included in *Healthy Vermonters 2010*.

Health planning provides grants to support health systems improvements throughout the state as well as strategic planning for the VDH activities.

Information technology services maintain a 500+ user network serving 15 sites statewide. Staff develop, support and maintain a large number of custom software applications serving department programs. The unit supports a key national public health initiative to develop a national electronic disease surveillance and reporting system.

The business office provides financial and logistics support for all department operations, including budget and grants management services. Budget and grants management staff manages the department's overall budget and spending. The unit manages the budgets for the nearly 100 federal and foundation funding sources that make up two thirds of the department's budget.

### ***Public Health Preparedness:***

This division includes

- Public Health Preparedness Administration
- Emergency Preparedness
- Emergency Medical Services
- Radiological Health

### ***Health Surveillance:***

The Health Surveillance division includes:

- Public Health Laboratory – performs laboratory tests annually to identify infectious disease toxins or contaminants in air, food, water and clinical samples;
- Epidemiology – investigates and monitors reportable diseases and operates programs that provide service and prevention for sexually transmitted disease, HIV/AIDS, hepatitis and tuberculosis;
- Immunizations – provides vaccine to children and adults, assures adherence to vaccination procedures and policies;

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



- Chronic Disease – investigates and monitors chronic disease and operates screening programs for breast and cervical cancer and other conditions;
- Public Health Statistics – provides statistical and analytical support to all department programs, maintains and analyzes vital records, conducts health surveys and operates the Vermont Cancer Registry.
- The Office of the Chief Medical Examiner – performs autopsies and investigates unexpected deaths from violence, injury, suicide, drugs or other circumstances;
- Food and Lodging Services – inspects and licenses all restaurants, hotels, motels, inns, delis, bakeries, school food service facilities, summer camps and fairs to prevent food borne illness;
- Environmental Health Programs – evaluates the potential risks to health posed by contaminants in housing, food, water and air.
- Risk Assessment - Performs toxicological and risk assessment analyses, operates asbestos certification program, childhood lead poisoning prevention program, school indoor air program, coordinates development of state asthma plan and enforces the Clean Indoor Air Act.

### ***Maternal and Child Health***

- Maternal and Child Health – administers the Maternal and Child Health federal block grant and monitors and works to improve the system of health care for women, children and families;
- Children with Special Health Needs – provides and/or assures that health care and support services are available to children (0-21) who have complex health problems and to their families;
- WIC – federally funded program to enhance the health of infants, young children, pregnant women and new mothers.

### ***Health Promotion and Disease Prevention (HPDP)***

- HPDP Administration
- Tobacco Control
- Health Promotion
- Dental Health

### ***Office of Local Health (OLH)***

- District Offices Around the State – provide the essential health promotion and disease prevention services necessary for an effective public health system. It is through these district offices that most Health Department programs reach the people of Vermont, including
  - Healthy Babies, Kids & Families – health care and support services through pregnancy and delivery and for infants and children from birth to 5 years;
  - WIC – federally funded program to enhance the health of infants, young children, pregnant women and new mothers;
  - EPSDT – consists of two main components: (1) assuring the availability and accessibility of required health care resources; and (2) helping Global Commitment recipients and their parents or guardians effectively use these resources;

### ***Board of Medical Practice:***

The Board of Medical Practice licenses physicians, podiatrists and physician assistants. The Board investigates all complaints and charges of unprofessional conduct against any person subject to its jurisdiction. The Board is also required by law to create individual profiles on all health care professionals licensed, certified or registered by the department and make these profiles available to the public.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

**Blueprint:**

The Vermont Blueprint for Health is a vision, a plan and a statewide partnership to improve health and the health care system for Vermonters. The Blueprint provides the information, tools and support that Vermonters with chronic conditions need to manage their own health – and that doctors need to keep their patients healthy. The Blueprint is working to change health care to a system focused on preventing illness and complications, rather than reacting to health emergencies.

**Alcohol & Drug Abuse Programs:**

The Alcohol and Drug Abuse Program appropriation funds:

- Alcohol and Drug Research and Planning – conducts surveys and analysis to determine the prevalence of substance abuse and treatment needs of communities. Conducts program and fiscal monitoring data analyses and evaluations of key ADAP prevention, intervention and treatment services to ensure their accessibility, appropriateness, quality and cost effectiveness. Manages and monitors federal data grants and SAPT block grant data reporting.
- Alcohol and Drug Abuse Treatment – manages and provides quality assurance for the state's substance abuse treatment system including monitoring programs and licensing of substance abuse counselors. Operates the Drinking Driver Rehabilitation (CRASH) program. Manages student assistance programs. Funds treatment services for VHAP and uninsured clients. Manages and monitors Global Commitment funding of treatment providers.
- Alcohol and Drug Prevention – collaborates with the Department of Education to help schools and colleges develop comprehensive alcohol and drug abuse prevention programs. Provides funding for prevention programs through grants to schools and community agencies and monitors implementation and results.

**Cost Impact:**

All changes in the Cost Allocation Plan are identified in red. The cost impacts, by category, are as follows.

**Category 2 - Programs in this category are used to identify new grants 100% federally funded.**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>            | <b>Description</b>   | <b>Allocation Method</b>             | <b>Explanation</b>  |
|-------------------|-----------------------------------|--|--------------------------------------|---|
| <b>39525</b>      | <b>Healthy Communities – ARRA</b> | All costs associated with efforts to implement policy, environmental and system changes on a statewide level to address physical activity, nutrition and tobacco use | Direct to Healthy Communities – ARRA | This Plan Dept code will account for costs related to a new grant from CDC grant # 3U58DP001994-01S1 Revised                      |
| <b>39633</b>      | <b>Tobacco Quit-Lines – ARRA</b>  | All costs associated with efforts to enhance and expand tobacco cessation quit lines.  | Direct to Tobacco Quit-Lines – ARRA  | This Plan Dept code will account for costs related to a new grant from CDC grant # 3U58DP001994-01S2                              |
| <b>39718</b>      | <b>ARRA – WIC - Projects</b>      | All costs associated with two ARRA funded projects – EBT Fruit & Veggie Card implementation and WIC Management Information System replacement planning               | Direct to ARRA – WIC - Projects      | This Plan Dept code will account for costs related to a new grant from USDA “WIC Technology Enhancements”, Grant Award #4VT740715 |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>  | <b>Allocation Method</b>                                 | <b>Explanation</b>                                    |
|-------------------|--|---|--|---|
| <b>39486</b>      | Dollar Tree Settlement Blood Lead Filter Paper | All costs associated with the testing of filter paper specimens for blood lead under the terms of the Dollar Tree Settlement. | Direct to Dollar Tree Settlement Blood Lead Filter Paper | No federal funds are involved.                        |
| <b>41499</b>      | MMIS-TA  | Work that is related to Medicaid Management Information System (MMIS) Technical Assistance efforts                            | Direct to MMIS-TA  | Reimbursed by Medicaid at 90%/10% Federal/State split |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

### III. Plan Departments and Allocation Methodologies

Plan Department 1:

#### Indirect Cost Allocations

Nature and Extent of Services: The State of Vermont, Agency of Human Services negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to VDH are included in the CAP and allocated to the appropriate benefiting objectives. VDH also receives allocations from the AHS Office of the Secretary.

| Plan Dept. | Plan Dept. Name   | Description   | Allocation Method                     |
|------------|---|---|---------------------------------------|
| 1000.1     | SWICAP  | VDH Allocation of Statewide Indirect Costs              | Relative Share of Department Salaries |
| 1000.2     | State Auditor's Office – Financial Statement & Internal Control Costs | VDH Allocation of Statewide Single Audit Indirect Costs | Relative Share of Department Salaries |
| 1000.3     | Attorney General's Office   | VDH Allocation of Attorney General's Office Costs       | Relative Share of Department Salaries |
| 1000.4     | AHS Secretary's Office  | VDH Allocation of AHS Secretary's Office                | Relative Share of Department Salaries |
| 1000.5     | AHS Field Services  | VDH Allocation of the costs of AHS Field Services       | Relative Share of Department Salaries |
| 1000.6     | AHS Information Technology  | VDH Allocation of AHS I.T. costs                        | Relative Share of Department Salaries |

*Cost Allocation Plan Guidance:*

| Plan Department                     | References  |
|-------------------------------------|---|
| SWICAP, Single State Audit, and AHS | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

**Administration**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated with the Commissioner's Office; Information Technology Services; Health Planning; and the Business Office. Certain of these costs (39002, 39003) are allocated to the Department of Mental Health as well as VDH because DMH are supported by these VDH Administration activities. In addition to these allocated costs, there are program codes (Plan Dept. codes) that were formerly listed under the VDH Mental Health or Vermont State Hospital which are now included here because there will continue to be direct charges to these programs from VDH (42005, 42014, 42015, 42755). They are not identified as new codes because they had been included in the VDH Plan prior to this reorganization. It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes. For editorial convenience, certain codes that were previously listed under the VDH Mental Health Division are now shown in this Administration section even though the actual costs may originate in other divisions.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|---|---|--|
| <b>39001</b>      | Administration-Departmental   | Costs associated with overall management of VDH including: legal services, policy, development, planning, public affairs, administrative support, financial management and Board of Health activities.  | Relative Share of Department Salaries  |
| <b>39002</b>      | Administration- Health Departmental and Mental Health Department less VSH | Costs of administrative support for both the Department of Health and the Mental Health Department exclusive of the Vermont State Hospital. These activities include administrative support, applications development, financial management and other support costs that benefit the entire Health Department and the Mental Health divisions of DMH, but not the Vermont State Hospital. | Relative Share of Salaries of the Departments of Mental Health and Health minus VSH. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                       | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|--|---|--|
| <b>39009</b>      | Administration-Leave Time                    | Time code for all staff paid for time not worked such as vacations, holidays, sick leave, personal time and compensatory time.  | Relative Share of Department Salaries                                      |
| <b>39011</b>      | Public Health Training Center                | Costs associated with VDH participation in the New England Public Health Workforce Development Alliance.  | Direct to Public Health Training Center                                    |
| <b>39013</b>      | Corrections Dept Quality Oversight           | Expenditures associated with Quality Oversight of the Corrections Department.   | Direction to Corrections Dept Quality Oversight                            |
| <b>39014</b>      | Duty Officer Time                            | Standby time and work time associated with assignment as Duty Officer outside of normal business hours.   | Allocated 25% to Bioterrorism (99999.2) and 75% to Epidemiology (99999.91) |
| <b>39016</b>      | Patient Safety Surveillance                  | All costs associated with activities related to patient safety surveillance and improvement system.   | Direct to Patient Safety Surveillance                                      |
| <b>39023</b>      | Hospital Licensing                           | Expenses related to license applications, developing rules and monitoring compliance with same, issuance of licenses and other activities.  | Direct to Hospital Licensing   |
| <b>39040</b>      | Area Health Education Center program support | Payments to provide support to Area Health Education Centers (AHECs) in order to improve Vermont's public health by establishing educational partnerships, supporting students and health professionals and engaging in community outreach and education. | Direct to MCO Investments.   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                   | <b>Description</b>   | <b>Allocation Method</b>             |
|-------------------|--|--|--------------------------------------|
| <b>39041</b>      | Federally Qualified Health Center and Look-Alike Funding | Payments associated with legislative funding for Federally Qualified Health Centers (FQHC) or for Federally Qualified Health Center look-alikes.   | Direct to MCO Investments.           |
| <b>39042</b>      | Free Clinic Administrative Support                       | Payments to the Vermont coalition of clinics for the uninsured to provide outreach, enrollment, education, and care coordination to patients receiving services at any of the free clinics.  | Direct to MCO Investments.           |
| <b>39043</b>      | Tele-child psychiatry services                           | Payments associated with tele-child psychiatry patient consultation services and tele-education in the area of assessment, treatment, and referral of children with emotional or behavioral problems who are seen in federally qualified health centers. | Direct to MCO Investments.           |
| <b>39044</b>      | Prescription Drug Education                              | Payments to support an evidence-based prescription drug education program, including Academic Detailing teams, for health care professionals.  | Direct to MCO Investments.           |
| <b>39045</b>      | <b>Primary Care ARRA</b>                                 | Payments to subrecipients of Federal ARRA funds received under the ARRA Primary Care grant from the Health Resources and Services Administration   | Direct to Primary Care ARRA          |
| <b>41635</b>      | Medicare Part D Transition                               | Overtime and travel costs associated with assistance to OVHA during the transition of Part D back to CMS.  | Direct to Medicare Part D Transition |
| <b>42005</b>      | Data Infrastructure                                      |  | Direct to Data Collection Contract   |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                               | <b>Description</b>   | <b>Allocation Method</b>                           |
|-------------------|--|--|--|
| <b>42755</b>      | CoSIG - Co-occurring disorders State Incentive Grant | The costs of all activities associated with a State Incentive Grant from SAMSHA to support the development of integrated services for individuals with co-occurring substance abuse and mental health disorders.   | Direct to CoSIG                                    |
| <b>42756</b>      | Alternatives to Restraint and Seclusion Grant        | The costs of all activities associated with a grant from SAMSHA to implement alternatives to the use of restraint and seclusion in institutional and community-based settings that provide mental health services. | Direct to Alternatives to Restraint Grant          |
| <b>39539</b>      | Vermont Loan Repayment                               | Costs associated with grants to support educational loan repayment to health care professionals.   | Direct to Vermont Loan Repayment MCO Investments   |
| <b>39532</b>      | Rural Health Office                                  | Costs associated with activities related to the establishment and operation of a State Office of Rural Health.   | Direct to Rural Health Office                      |
| <b>39534</b>      | Rural Hospital Flexibility Program                   | Costs associated with the activities under the ongoing Rural Hospital Flexibility Program grant from HRSA to help stabilize rural hospitals and improve access to health services in rural communities.            | Direct to Rural Hospital Flexibility Program Grant |
| <b>39539</b>      | Vermont Loan Repayment                               | Costs associated with grants to support educational loan repayment to health care professionals.   | Direct to Vermont Loan Repayment MCO Investments   |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>                             |
|-------------------|---|---|--|
| <b>39541</b>      | Small Hospital Improvement  | Costs associated with a project to assist small hospitals in implementing prospective payments systems, improving quality and complying with certain provisions of the Health Insurance Portability and Accountability Act (HIPAA). | Direct to Small Hospital Improvement                 |
| <b>39530</b>      | Primary Care  | Costs related to Primary Care Cooperative Agreement, including personnel, operating expenses and grants.  | Direct to Primary Care                               |
| <b>39531</b>      | CHAMPPS (Coordinated Healthy Activity, Motivation, and Prevention Programs) | Grants payments to community organizations to support the Coordinated Healthy Activity, Motivation and Prevention Programs (CHAMPPS)  | Direct to CHAMPPS (Global Commitment MCO Investment) |
| <b>39523</b>      | Poison Control and Surveillance Activities                                  | Activities associated with poison control and surveillance, including services currently provided by the Northern New England Poison Center, other than Real Time Disease Detection activities.                                     | Direct to Poison Control                             |
| <b>39769</b>      | VDH/UVM College of Medicine Collaborative                                   | Costs associated with any grants that fall under the umbrella of the VDH/UVM College of Medicine Memorandum of Understanding including the AHEC agreement but excluding the VCHIP agreement.  | Direct to VDH/UVM                                    |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>           | <b>References</b>   |
|----------------------------------|---|
| 39001<br>39009<br>39011<br>39012 | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

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Plan Department 3:

**Public Health Preparedness:**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs primarily associated with the following programs: Public Health Preparedness Administration, Emergency Preparedness, Emergency Medical Services, and Radiological Health. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes.)

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                              | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|---|---|--|
| <b>39101</b>      | Office of Public Health Preparedness Administration | Staff time and operating costs associated with overall administration of the Office of Public Health Preparedness.  | Relative Share of Office of Public Health Preparedness Salaries. |
| <b>39109</b>      | Office of Public Health Preparedness Leave Time     | Time code for time not worked, such as vacations, holidays, sick leave, personal leave, and compensatory time.  | Relative Share of Office of Public Health Preparedness Salaries. |
| <b>39132</b>      | Potassium Iodide Distribution                       | All staff time and other costs associated with distribution of potassium iodide.  | Direct to VRERP  |
| <b>39166</b>      | Bioterrorism Preparedness Information "F"           | Cost associated with the activities to develop the capacity in Vermont for disseminating information to the public in events of bioterrorism or other public health emergencies, including planning, assessment and evaluation of these communication resources. (Focus Area "F" of the Bioterrorism Preparedness Grant.) | Direct to Bioterrorism Preparedness Grant                        |
| <b>39170</b>      | Influenza Pandemic Preparedness                     | All costs associated with planning, preparing, and exercising for an influenza pandemic.  | Direct to Bioterrorism Preparedness Grant                        |
| <b>39171</b>      | CRI – Cities Readiness Initiative                   | All costs associated with the Cities Readiness Initiative component of the Bioterrorism and Public Health Preparedness program.   | Direct to Bioterrorism Preparedness Grant                        |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>  | <b>Allocation Method</b>      |
|-------------------|------------------------|---|-------------------------------|
| <b>39172</b>      | PHER H1N1              | Costs associated with the Department's efforts to prepare for and respond to an H1N1 influenza pandemic under the Public Health Emergency Response (PHER) program.  | Direct to PHER H1N1.          |
| <b>39173</b>      | H1N1 Implementation    | Costs associated with the Department's efforts to prepare for and respond to an H1N1 influenza pandemic under the Public Health Emergency Response (PHER) program.  | Direct to H1N1 Implementation |
| <b>39181</b>      | EMS Program Services   | Cost associated with statewide developmental and administrative activities including complaint investigation and technical consultation to services, hospitals and communities. Does not cover any costs associated with licensing, certification or with direct provision of patient services such as vehicles, equipment, training or provider personnel.     | Direct to EMS                 |
| <b>39182</b>      | EMS Licensing          | Staff time and other costs associated with the quality assurance functions performed by the Vermont Department of Health necessary to credential EMS personnel, vehicles and organizations. Activities related to regulation: licensing, ambulances, testing, certification, complaint investigation and training for either certification or re-certification. | Direct to EMS                 |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                    | <b>Description</b>   | <b>Allocation Method</b>                    |
|-------------------|---|--|---|
| <b>39183</b>      | EMS for Children                          | Staff time, contracts and other payments for the EMS for Children project.   | Direct to EMS for Children                  |
| <b>39184</b>      | EMS – Highway Safety                      | Costs associated with the EMS Highway Safety Program.  | Direct to EMS Highway Safety                |
| <b>39186</b>      | Automated External Defibrillator Purchase | Costs associated with a project to provide automated external defibrillators and training in their use to emergency responders throughout Vermont.   | Direct to EMS Program Services              |
| <b>39187</b>      | EMS Trauma Plan                           | Costs associated with a project to develop a new State Emergency Medical Service plan, including a Trauma Care System Plan.  | Direct to EMS Trauma Plan                   |
| <b>39188</b>      | SIREN                                     | All costs associated with the development, implementation and ongoing maintenance of a Statewide Incident Reporting Network (SIREN) for Emergency Medical Services.  | Direct to PHHS Block Grant.                 |
| <b>39210</b>      | Radiation Inspections                     | Costs associated with on site evaluation of medical/dental x-ray equipment functions, radiation shielding and exposure to employees, patients and general public. Maintaining and updating registration program for all x-ray equipment in the state. Conducting all other types of radiation evaluations. | Direct to Radiation Inspections             |
| <b>39211</b>      | Mammography X-Ray Unit Inspection         | Costs associated with radiation safety inspection of mammography x-ray equipment per the current agreement with the Food and Drug Administration.  | Direct to Mammography X-ray Unit Inspection |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>               | <b>Description</b>  | <b>Allocation Method</b>                     |
|-------------------|--------------------------------------|---|--|
| <b>39212</b>      | Emergency Response Plan              | Costs associated with activities related to implementation of the VRERP, including participation in emergency response drills, exercises and updating the plan.   | Direct to VRERP                              |
| <b>39213</b>      | Environmental Radiation Surveillance | Costs associated with sampling and evaluation of ambient air, water, milk, vegetation and similar media around Vermont Yankee and Yankee Atomic nuclear power plants and technical advice on radioactive waste. | Direct to VRERP                              |
| <b>39214</b>      | VRERP Training                       |   | Direct to VRERP                              |
| <b>39215</b>      | Tritium Leak 2010                    | All costs associated with the investigation of elevated tritium levels from Vermont Yankee  | Direct to Tritium Leak 2010                  |
| <b>39538</b>      | Hospital Bioterrorism Preparedness   | Costs associated with a program to support hospitals and other health care entities in preparing for a bioterrorist or other disease emergency.   | Direct to Hospital Bioterrorism Preparedness |
| <b>39543</b>      | Hospital H1N1 Preparedness           | All costs associated with a program to support hospitals and other health care entities in preparing for an H1N1 influenza pandemic.  | Direct to Hospital H1N1                      |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b> | <b>References</b>   |
|------------------------|---|
| 39101<br>39109         | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

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Plan Department 4:

**Health Surveillance**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated the Public Health Laboratory; Epidemiology; Immunization; Chronic Disease; Public Health Statistics; Office of the Chief Medical Examiner; Food and Lodging Services; Environmental Health Programs; and Risk Assessment. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes.)

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>              | <b>Description</b>  | <b>Allocation Method</b>                               |
|-------------------|-------------------------------------|---|--|
| <b>39301</b>      | Health Surveillance Administration  | Staff time and operating costs associated with overall administration of the Health Surveillance Division   | Relative Share of Health Surveillance Program Salaries |
| <b>39309</b>      | Health Surveillance – Leave Time    | Time code for all staff paid for time not worked such as vacations, holidays, sick leave, personal time and compensatory time.  | Relative Share of Health Surveillance Program Salaries |
| <b>39119</b>      | Lead Investigation                  | Staff time and other costs associated with investigating sources of exposure for severely lead poisoned children.   | Direct to Lead Investigation                           |
| <b>39120</b>      | Childhood Lead Poisoning Prevention | Costs associated with prevention and control of lead poisoning in children. Follow-up activities for Global Commitment-eligible clients are coded to EPSDT Administration functions.          | Direct to Childhood Lead Poisoning Prevention          |
| <b>39121</b>      | EPA Lead Certification Project      | Costs associated with establishing an EPA-authorized Lead Model Plan, including an equity project, processing of certification applications, public outreach, and enhanced tracking programs. | Direct to EPA Lead Certification Project               |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
| <b>39122</b>      | Act 125 Activities  | Costs associated with carrying out the enforcement activities related to Act 125: An Act to Prevent Lead Poisoning in Children in Rental Housing and Child Care Facilities             | Direct to Childhood Lead Poisoning Prevention                           |
| <b>39123</b>      | Lead Safe Housing Education Contract                          | Cost of all activities under contract with Vermont Housing and Conservation Board to provide educational and informational services related to lead safe housing.                      | Direct to Lead Safe Housing   |
| <b>39124</b>      | Lead Hazard Awareness Campaign                                | Costs associated with home visits, on the subject of lead poisoning prevention, made prior to the start of VHCB's lead abatement services.   | Direct to Lead Hazard Awareness Campaign                                |
| <b>39125</b>      | Water Supply Program Support                                  | Costs associated with activities which support the public water supply program administered by the Department of Environmental Conservation.   | Direct to Water Supply Program Support                                  |
| <b>39126</b>      | Private Water Supplies  | Costs associated with providing information and assistance to the public regarding the quality of private water supplies other than the costs of laboratory analysis of water samples. | Direct to Private Water Supplies  |
| <b>39127</b>      | Asbestos Certification, Notification and Technical Assistance | Costs of activities associated with certification of asbestos removal contractors, site inspections and technical assistance.  | Direct to Asbestos Certification, Notification and Technical Assistance |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                   | <b>Description</b>  | <b>Allocation Method</b>                           |
|-------------------|--|---|--|
| <b>39128</b>      | Asbestos in Schools                      | Costs associated with conducting inspections of schools and providing technical assistance to schools for compliance with AHERA.                                      | Direct to Asbestos in Schools                      |
| <b>39129</b>      | Health Officer Assistance                | Costs associated with any work dealing with Health Officers or local health issues.   | Direct to Health Officer Assistance                |
| <b>39130</b>      | Terrorism Task Force                     | Costs associated with activities undertaken to support the State's Terrorism Task Force, including consequence management planning, exercise and training activities. | Direct to Bioterrorism Preparedness Grant          |
| <b>39131</b>      | School Environmental Health Plans        | Costs associated with a project to assist schools in the development of environmental health plans addressing problems of indoor air quality.                         | Direct to School Environmental Health Plans        |
| <b>39132</b>      | Potassium Iodide Distribution            | All staff time and other costs associated with distribution of potassium iodide.  | Direct to VRERP                                    |
| <b>39133</b>      | North Clarendon Toxicology Assessment    | Costs associated with the investigation, risk assessment and remediation of potential health issues in the North Clarendon area.                                      | TBD (no costs included in current CAP)             |
| <b>39134</b>      | Asbestos, Lead Compliance and Inspection | Costs associated with the asbestos and lead compliance and inspection programs.   | Direct to Asbestos, Lead Compliance and Inspection |
| <b>39136</b>      | ABLES                                    | All costs and receipts associated with the Adult Blood Lead epidemiology Surveillance Program from CDC.   | Direct to ABLES                                    |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>                       |
|-------------------|---|---|--|
| <b>39137</b>      | Environmental Public Health Tracking Program                        | All costs associated with the establishment and maintenance of a tracking network to obtain integrated health and environmental data in support of actions that improve the health of communities.  | Direct to Environmental Public Health Tracking |
| <b>39151</b>      | Food and Lodging – Surveillance, Technical Assistance and Licensing | Cost associated with the inspection of food and lodging establishments. Includes paperwork associated with issuing licenses to establishments, change of owner and new establishment inspections. Also includes formal and informal review of plans and blueprints. | Direct to Food and Lodging                     |
| <b>39152</b>      | Food and Lodging – Administration and Program Development           | Cost associated with planning, goal setting, paperwork, staff meetings, supervision, general correspondence, budget, public meetings, formal training of others, attending workshops, conferences, etc.   | Direct to Food & Lodging                       |
| <b>39153</b>      | Food and Lodging – Data Management                                  | Cost associated with computer time, data entry, programming, work with programmer and statistician, data retrieval, etc.  | Direct to Food & Lodging                       |
| <b>39161</b>      | Medical Examiners Program   | Expenses incurred in performing autopsies and maintaining the Office of the Chief Medical Examiner.   | Direct to Medical Examiner                     |
| <b>39162</b>      | Medical Examiner – Medicolegal Consultation/Education               | Expenses incurred for the following: lawyers, conferences, expert testimony and lectures for hospitals, schools and emergency medical services.   | Direct to Medical Examiner                     |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                    | <b>Description</b>  | <b>Allocation Method</b>                  |
|-------------------|---|---|---|
| <b>39163</b>      | Regional Medical Examiner Payments        | Payments to Regional Medical Examiners for services provided.   | Direct to Medical Examiner                |
| <b>39164</b>      | Assistant Medical Examiner System         | Cost associated with developing, implementing and maintaining the Assistant Medical Examiner system of death investigation, including all payments to Assistant Medical Examiners for services provided.  | Direct to Medical Examiner                |
| <b>39165</b>      | DMORT Egyptian Airlines                   | Costs associated with the activities of the Office of the Chief Medical Examiner in coordinating New England DMORT activities related to Egyptian Airlines crash near Nantucket in October 1999.  | Direct to Medical Examiner                |
| <b>39166</b>      | Bioterrorism Preparedness Information "F" | Cost associated with the activities to develop the capacity in Vermont for disseminating information to the public in events of bioterrorism or other public health emergencies, including planning, assessment and evaluation of these communication resources. (Focus Area "F" of the Bioterrorism Preparedness Grant.) | Direct to Bioterrorism Preparedness Grant |
| <b>39167</b>      | Cremation Permits                         | All receipts and disbursements of cremation permit fees from funeral homes, etc. to assistant medical examiners.  | Direct to Medical Examiner                |
| <b>39260</b>      | Ganz Settlement Lead Dust Wipes           | Purchase of lead dust wipes under the terms of the Ganz Settlement.   | Direct to Ganz                            |
| <b>39261</b>      | Mattel Settlement Tracking System         | Purchase of an EMP Compliance Tracking System under the terms of the Mattel Settlement.   | Direct to Mattel                          |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>          | <b>Description</b>  | <b>Allocation Method</b> |
|-------------------|---------------------------------|---|--------------------------|
| <b>39313</b>      | Vaccinations                    | Costs of administration of vaccines to individuals by nurses, except when these activities are included in a more specific cost center, for example, Rabies Control or Hepatitis B.   | Direct to Vaccines       |
| <b>39314</b>      | Immunization Services           | Staff time and expenditures for Immunization Services. This includes the preparation of doctors' orders for vaccines and the distribution of vaccines to local providers.   | Direct to Immunization   |
| <b>39315</b>      | Immunization Action Plan        | Costs associated with activities related to day care facilities and follow-up of non-Medicaid Global Commitment eligible children that are associated with the Immunization Action Plan. Follow-up activities for Global Commitment eligible clients are coded to EPSDT Administration functions. | Direct to Immunization   |
| <b>39316</b>      | Immunization Information System | Costs associated with the implementation and operation of an immunization information system, including the development of an information system infrastructure.  | Direct to Immunization   |
| <b>39317</b>      | Epidemiology – General          | Time and supplies used in day to day routine infectious disease epidemiology and disease control work, not otherwise funded under specific grants or programs.  | Direct to Epidemiology   |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>  | <b>Allocation Method</b>                |
|-------------------|---|---|---|
| <b>39318</b>      | Epidemiology – Outbreak Management            | Costs associated with episodic outbreak control. Use specific control or investigation codes, if available.   | Direct to Epidemiology                  |
| <b>39320</b>      | Epidemiology and Laboratory Capacity Building | Costs associated with a project to enhance the department's capacity for infectious disease surveillance and response.  | Direct to EPI and Lab Capacity          |
| <b>39322</b>      | Hepatitis B – State Employees                 | Costs for staff time and vaccine to immunize State employees, including vaccine administration, distribution, appointment-making and pre- and post-clinic activities. | Direct to Hepatitis B – State Employees |
| <b>39323</b>      | Refugee Health                                | Costs associated with refugee health activities.  | Direct to Refugee Health                |
| <b>39324</b>      | HIV Prevention                                | Costs associated with activities related to the HIV Prevention project, including health education and risk reduction, counseling and testing and public information. | Direct to HIV/Prevention Grant          |
| <b>39325</b>      | State-funded HIV Prevention Activities        | Payments to service organizations using State funds appropriated for HIV Prevention activities.   | Direct to AIDS Services Support         |
| <b>39326</b>      | HIV/AIDS Evaluation                           | Costs associated with supplemental funding for HIV/AIDS evaluation activities under the HIV Prevention grant.   | Direct to HIV/Prevention Grant          |
| <b>39327</b>      | AIDS Surveillance                             | Costs associated with activities having to do with active surveillance for AIDS or HIV infection.   | Direct to AIDS Surveillance             |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>        | <b>Description</b>   | <b>Allocation Method</b>                |
|-------------------|-------------------------------|--|---|
| <b>39328</b>      | AIDS Services Support         | Expenditures to support AIDS services in Vermont which cannot be reported against a more specific cost center, such as AIDS education or HIV care.                                     | Direct to AIDS Services Support         |
| <b>39329</b>      | HIV Care                      | Costs associated with the Ryan White (Title II) HIV Care project.  | Direct to HIV Care                      |
| <b>39330</b>      | AMAP Payments to EDS          | Payments to EDS for their reimbursement on behalf of the AIDS Medication Assistance Program.   | Direct to HIV Care                      |
| <b>39331</b>      | Sexually Transmitted Diseases | Costs of the STD program, time, supplies, travel, etc., not to include AIDS.   | Direct to Sexually Transmitted Diseases |
| <b>39332</b>      | Tuberculosis Control          | Cost related to the Tuberculosis Control Program, including staff time and operating expenses, except the costs of clinical services and medication provided to tuberculosis patients. | Direct to Tuberculosis Control          |
| <b>39333</b>      | TB Medical Services           | Costs of clinical services and medication provided to tuberculosis patients in Vermont.  | Direct to TB Medical Services           |
| <b>39334</b>      | Rabies Control                | Staff time and other costs associated with prevention of rabies in humans and animals.   | Direct to Rabies Control                |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                          | <b>Description</b>   | <b>Allocation Method</b>                  |
|-------------------|---|--|---|
| <b>39336</b>      | Bioterrorism Preparedness Planning “A”          | Costs associated with activities providing coordination and direction of the statewide effort to prepare for response to events of bioterrorism or other public health emergencies, including assessment and development of the necessary public health infrastructure and the development and exercise of a public health response plan. (Focus Area “A” of the Bioterrorism Preparedness program.) | Direct to Bioterrorism Preparedness Grant |
| <b>39337</b>      | Health Alert Network “E”                        | Costs associated with the development and maintenance of a statewide Health Alert Network for bioterrorism preparedness and any other information technology services required to support the various focus areas of the bioterrorism preparedness program. (Focus Area “E” of the Bioterrorism Preparedness program.)   | Direct to Bioterrorism Preparedness Grant |
| <b>39338</b>      | Bioterrorism Surveillance “B”                   | Costs associated with developing and implementing improved methods for surveillance to detect a bioterrorist incident. (Focus Area “B” of the Bioterrorism Preparedness program.)  | Direct to Bioterrorism Preparedness Grant |
| <b>39339</b>      | Vermont HIV Prevention Community Planning Group | Costs associated with the statewide advisory planning group that provides guidance for allocation of the CDC prevention grant.   | Direct to HIV/Prevention Grant            |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                | <b>Description</b>  | <b>Allocation Method</b>                        |
|-------------------|---------------------------------------|---|---|
| <b>39343</b>      | Border Initiative                     |   | Direct to Bioterrorism Preparedness Grant       |
| <b>39344</b>      | Catamount Immunization Services       | Time, expenses and vaccine purchases associated with the State-funded Catamount Immunization program.   | Direct to Catamount Immunization Services       |
| <b>39345</b>      | CSTE – Avian Flu Trainings            | All costs associated with avian influenza rapid response trainings conducted under agreement with the Council of State and Territorial Epidemiologists. | Direct to CSTE Avian Flu                        |
| <b>39347</b>      | Adult Viral Hepatitis                 | All activities associated with the prevention of adult viral hepatitis  | Direct to Adult Viral Hepatitis                 |
| <b>39348</b>      | ARRA Healthcare-Associated Infections | All costs associated with a project to prevent healthcare-associated infections (HAI) in Vermont  | Direct to ARRA Healthcare-Associated Infections |
| <b>39351</b>      | Epidemiology – Chronic Disease        | Costs associated with supervising of performing activities related to chronic disease epidemiology.   | Direct to Epidemiology                          |
| <b>39352</b>      | Chronic Disease Epidemiologist        | Salary and fringe costs of the position of Chronic Disease Epidemiologist.  | Direct to Epidemiology                          |
| <b>39353</b>      | Diabetes Services Improvement         | Costs associated with a project to improve the capacity to provide comprehensive health services to people with diabetes.                               | Direct to Diabetes Services Improvement         |
| <b>39354</b>      | Arthritis                             | Costs associated with arthritis planning and epidemiology.  | Direct to Arthritis                             |
| <b>39355</b>      | Asthma                                | Costs associated with asthma planning and epidemiology.   | Direct to Asthma                                |
| <b>39356</b>      | Cancer Registry                       | Costs associated with the Vermont Cancer Registry.  | Direct to Cancer Registry                       |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                      | <b>Description</b>  | <b>Allocation Method</b>          |
|-------------------|---|---|-----------------------------------|
| <b>39381</b>      | Vital Registration  | Costs associated with the registration, collection, preservation, amendment and certification of vital records and the processing and publication of vital statistics.  | Direct to Vital Registration      |
| <b>39382</b>      | Vital Statistics  | Costs associated with the analysis and dissemination of vital statistics.   | Direct to Vital Statistics        |
| <b>39383</b>      | Vital/Special Requests                                      | Staff time and other costs of responding to special requests for vital statistics.  | Direct to Vital/Special Requests  |
| <b>39384</b>      | Research and Statistics                                     | Costs associated with the activities related to the collection, editing, coding, key entry, processing, analysis and publication of health statistics. This cost center also includes the provision of consultative and statistical support services to various Health Department and Agency of Human Services Programs and the involvement in independent research projects, but excludes computer systems development and computer programming. | Direct to Research and Statistics |
| <b>39385</b>      | Hospital Data Council/Utilization                           | Research staff time and related computer costs and any other costs associated with producing the inpatient monograph.   | Direct to Hospital Data Council   |
| <b>39386</b>      | Hospital Data Council/Hospital Utilization Companion Volume | Staff time and other costs associated with producing data and printing of the companion to the utilization monograph bulletin.  | Direct to Hospital Data Council   |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>   | <b>Allocation Method</b>                       |
|-------------------|--|--|--|
| <b>39387</b>      | Hospital Data Council/Ambulatory Surgery Study | Staff time and other costs associated with producing data for this HDC contract.   | Direct to Hospital Data Council                |
| <b>39388</b>      | Other Hospital Data Requests                   | Staff time and other costs associated with hospital data requests not attributable to a more specific cost center.   | Direct to Other Hospital Data Requests         |
| <b>39390</b>      | Health Statistics Requests                     | Staff time and other costs of responding to requests for health statistics, not attributable to a more specific cost center.   | Direct to Vital Statistics                     |
| <b>39391</b>      | Population/Estimates                           | Costs associated with activities related to the production of the population estimates.  | Direct to Population                           |
| <b>39392</b>      | Population/Other                               | Staff time and other costs of responding to requests for information related to the population estimates.  | Direct to Population                           |
| <b>39393</b>      | Health Risk Survey                             | Staff time and other costs associated with the Health Risk Survey.   | Direct to Health Risk Survey                   |
| <b>39394</b>      | Behavioral Risk Factor Surveillance            | Staff time and other costs associated with designing, administering and conducting the behavioral risk factor survey.  | Direct to Behavioral Risk Factor Surveillance  |
| <b>39395</b>      | Pregnancy Risk Assessment Monitoring           | Costs associated with planning, developing and implementing a pregnancy risk assessment monitoring system.   | Direct to Pregnancy Risk Assessment Monitoring |
| <b>39396</b>      | Birth Defects Surveillance                     | Costs associated with the development and implementation of a surveillance system for early identification and appropriate referral of infants with selected conditions. | Direct to Birth Defects Surveillance           |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>           | <b>Description</b>  | <b>Allocation Method</b>                                  |
|-------------------|----------------------------------|---|---|
| <b>39397</b>      | Electronic Death Registry System | All costs associated with the activities related to the creation of an electronic death registration system.  | Direct to Electronic Death Registry System.               |
| <b>39398</b>      | Advanced Directives Registry     | All costs associated with advanced directives registry.   | Direct to Advanced Directives Registry: GC MCO Investment |
| <b>39431</b>      | Laboratory Training Services     | Costs and activities associated with providing courses, technical training or workshops to other than laboratory staff, excluding activities directly related to the DataMaster.  | Direct to Laboratory                                      |
| <b>39432</b>      | Laboratory Certification         | Costs and activities associated with certification of other laboratories, except CLIA activities.   | Direct to Laboratory                                      |
| <b>39433</b>      | Laboratory Customer Service      | Costs and activities associated with customer services which do not fit into program areas.   | Direct to Laboratory                                      |
| <b>39434</b>      | Laboratory Administration        | Costs and activities associated with the overall administration of the laboratory which are not directly related to another functional area. This does not include training, meetings and other activities directly related to a specific program, but do include such activities when they are broader than a single function. | Direct to Laboratory                                      |
| <b>39450</b>      | Laboratory – Forensic Toxicology | Costs and activities associated with forensic toxicology testing and related activities, excluding blood alcohol testing.   | Direct to Laboratory                                      |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>  | <b>Allocation Method</b> |
|-------------------|---|---|--------------------------|
| <b>39451</b>      | Laboratory – Water Bacteriology               | Costs and activities associated with microbiological water testing.   | Direct to Laboratory     |
| <b>39452</b>      | Laboratory – Drinking Water, Organic and VOCs | Costs and activities associated with organic testing of drinking water related to VOCs and THMs (EPA method 524.2).   | Direct to Laboratory     |
| <b>39453</b>      | Laboratory – Drinking Water, Inorganic, Other | Costs and activities associated with organic drinking water testing except for VOCs and THMs.   | Direct to Laboratory     |
| <b>39454</b>      | Laboratory – Inorganic Drinking Water, Metals | Costs and activities associated with inorganic testing of drinking water for metals.  | Direct to Laboratory     |
| <b>39455</b>      | Laboratory – Inorganic Drinking Water, Other  | Costs and activities associated with inorganic testing of drinking water except for metals and radiological testing.  | Direct to Laboratory     |
| <b>39456</b>      | Laboratory – Miscellaneous Chemistry          | Costs and activities associated with environmental lead, special projects and other chemistry work that is not described under other codes.                 | Direct to Laboratory     |
| <b>39460</b>      | Laboratory, Blood Alcohol                     | Costs and activities associated with the testing of blood for alcohol.  | Direct to Laboratory     |
| <b>39461</b>      | Laboratory, DataMaster Support                | Costs and activities associated with the DataMaster Program, except legal support. This includes training of others both within and outside the department. | Direct to Laboratory     |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>   | <b>Allocation Method</b>                            |
|-------------------|--|--|---|
| <b>39462</b>      | Laboratory, Alcohol Program, Legal             | Costs and activities of a legal nature related to the alcohol program. This includes testimony, written and oral consultation, preparation of legal responses and documents, such as affidavits and discovery requests and preparation for these activities. | Direct to Laboratory                                |
| <b>39470</b>      | Laboratory – Radiological, Water               | Costs and activities associated with radiochemistry water testing.   | Direct to Laboratory                                |
| <b>39471</b>      | Laboratory – Radiological, Vermont Yankee      | Costs and activities associated with Vermont Yankee surveillance.  | Direct to Laboratory – Radiological, Vermont Yankee |
| <b>39472</b>      | Laboratory – Radiological, Other               | Costs and activities associated with radiological testing except water and Vermont Yankee surveillance.  | Direct to Laboratory                                |
| <b>39480</b>      | CLIA   | Staff time and other costs associated with CLIA.   | Direct to CLIA                                      |
| <b>39481</b>      | Laboratory – Diagnostic Microbiology, Serology | Costs and activities associated with serology such as hepatitis, HIV, measles, mumps, rubella, syphilis and similar tests.   | Direct to Laboratory                                |
| <b>39482</b>      | Laboratory – Diagnostic Microbiology, Other    | Costs and activities associated with parasitology and virology or other diagnostic microbiology excluding serology.  | Direct to Laboratory                                |
| <b>39483</b>      | Laboratory – Environmental Microbiology        | Costs and activities associated with testing of food products or similar samples.  | Direct to Laboratory                                |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>  | <b>Allocation Method</b>                                 |
|-------------------|--|---|--|
| <b>39484</b>      | Bioterrorism Laboratory Capacity “C”           | Costs associated with enhancing laboratory capacity for diagnosis of biological bioterrorist agents and all costs associated with participation in the Laboratory Response Network (Focus Area “C” of the Bioterrorism Preparedness program.) | Direct to Bioterrorism Preparedness Grant                |
| <b>39485</b>      | Laboratory – Clinical Toxicology               | Costs and activities associated with clinical toxicology, including blood lead testing.   | Direct to Laboratory                                     |
| <b>39486</b>      | Dollar Tree Settlement Blood Lead Filter Paper | All costs associated with the testing of filter paper specimens for blood lead under the terms of the Dollar Tree Settlement.   | Direct to Dollar Tree Settlement Blood Lead Filter Paper |
| <b>39537</b>      | Minority Health                                | All costs associated with implementing the objectives of the Department's Minority Health Strategic Plan.   | Direct to Minority Health                                |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>  | <b>References</b>   |
|-------------------------|---|
| 39301<br>39309<br>39311 | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 5:

**Maternal and Child Health**

The following plan departments, descriptions, and allocation methodologies are costs associated with the Maternal and Child Health Program: Children with Special Needs Program; WIC program; and Family Planning Program. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes.)

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                   | <b>Description</b>  | <b>Allocation Method</b>                        |
|-------------------|--|---|---|
| <b>39701</b>      | Maternal and Child Health Administration | Staff time and operating costs associated with overall administration of the Maternal Child Health Division.  | Relative Share of MCH Salaries.                 |
| <b>39709</b>      | MCH/OLH Leave Time                       | Time code for time not worked such as vacations, holidays, sick leave, personal leave, and compensatory time.   | Relative Share of MCH/OLH Salaries              |
| <b>39540</b>      | Rape Prevention and Education Program    | Costs associated with a program for rape prevention and education.  | Direct to Rape Prevention and Education Program |
| <b>39551</b>      | Family Planning – Title X                | Costs associated with grants and contracts for the family planning program including staff activities to develop and monitor programs.  | Direct to Family Planning Program               |
| <b>39552</b>      | Family Planning – SSBG                   | Costs associated with grants and contracts for the family planning program.   | Direct to Social Services Block Grant           |
| <b>39553</b>      | Family Planning                          | Costs associated with grants and contracts for the family planning program funded by General Funds.   | Direct to Family Planning MCO Investments       |
| <b>39581</b>      | CSHN Administration                      | Payments for Children with Special Health Needs overall administration which are not attributable to a specific clinic service, including staff time, equipment, medical supplies, etc. | Direct to MCH Grant                             |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                     | <b>Description</b>  | <b>Allocation Method</b>                             |
|-------------------|--|---|--|
| <b>39582</b>      | CSHN Payments to EDS for Global Commitment | CSHN payments to EDS for Global Commitment payments for authorized therapies.   | Direct to CSHN Payments to EDS for Global Commitment |
| <b>39583</b>      | CSHN – Case Management                     | Staff positions and operating costs directly related to case management as defined in the SPRANS grant application.   | Direct to MCH Grant                                  |
| <b>39584</b>      | CSHN – Orthopedic                          | Expenditures for pediatric congenital orthopedic conditions. Includes costs of children who are Vermont residents and are sent to other states for orthopedic care and children who receive care at University Orthopedics. | Direct to MCH Grant                                  |
| <b>39585</b>      | CSHN – Arthritis                           | Expenditures related to rheumatoid arthritis authorized through the Vermont Arthritis Clinic as well as those who go to the Dartmouth Hitchcock Medical Center.   | Direct to MCH Grant                                  |
| <b>39586</b>      | CSHN – Myelo Clinic                        | Staff time, clinical costs and treatment costs related to children followed through CSHN Myelo Clinic.  | Direct to MCH Grant                                  |
| <b>39587</b>      | CSHN – Hearing Impairment                  | Expenses directly related to the diagnosis and treatment of hearing impairment, including contractual services, hearing aids, etc.  | Direct to MCH Grant                                  |
| <b>39588</b>      | HOP  | Staff time and other costs related to the hearing screening program for infants and toddlers.   | Direct to MCH Grant                                  |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>      | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|-----------------------------|--|----------------------------|
| <b>39589</b>      | CSHN – Cleft Lip and Palate | Staff time, clinic costs and treatment costs directly related to cleft lip/palate or other facial anomaly, including dental care, orthodontics and speech therapy. | Direct to MCH Grant        |
| <b>39590</b>      | CSHN – Epilepsy             | Costs directly related to the diagnosis and treatment of epilepsy and seizure control, including physician services and pharmacy.                                  | Direct to MCH Grant        |
| <b>39591</b>      | CSHN – Metabolic            | Staff time, clinical costs and treatment costs directly related to diagnosis and treatment of metabolic disorders.   | Direct to MCH Grant        |
| <b>39592</b>      | CSHN – Cystic Fibrosis      | Costs associated with the diagnosis and treatment of cystic fibrosis.  | Direct to MCH Grant        |
| <b>39593</b>      | CSHN – Special Services     | Costs associated with congenital conditions not covered by other, more specific, Handicapped Children Services programs.   | Direct to MCH Grant        |
| <b>39594</b>      | Jamie Rosen Fund            | Costs associated with the care of children within the guidelines of the Rosen Fund as authorized by the HCS Director.  | Direct to Jamie Rosen Fund |
| <b>39595</b>      | CSHN – Cardiac              | Costs associated with a pediatric congenital heart condition.  | Direct to MCH Grant        |
| <b>39596</b>      | Child Development Clinic    | Costs associated with the Child Development Clinic.  | Direct to MCH Grant        |
| <b>39597</b>      | ILEHP                       | Staff time and other costs associated with the Interdisciplinary Leadership Education for Health Professionals program.  | Direct to MCH Grant        |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>  | <b>Allocation Method</b>                                 |
|-------------------|--|---|--|
| <b>39598</b>      | NICU   | Staff time and other costs related to services for children at the Newborn Intensive Care Unit.   | Direct to MCH Grant                                      |
| <b>39599</b>      | Renal Disease                                  | Payments made to the Vermont Kidney Association for Renal Patient Fund.   | Direct to Renal Disease MCO Investments                  |
| <b>39600</b>      | Part C   | Costs associated with the implementation of an early intervention program for children aged 0-36 months.  | Direct to Part C   |
| <b>39601</b>      | F.I.T. Payments for Global Commitment          | Payments to EDS for Global Commitment reimbursement to regions.   | Direct to Part C   |
| <b>39603</b>      | Early Hearing Detection and Intervention Grant | Costs associated with the Children's Hearing Intervention and Resources Project, the Early Detection and Intervention CDC Grant.  | Direct to Early Hearing Detection and Intervention Grant |
| <b>39605</b>      | CSHN Medical Home                              | Costs associated with the implementation of a MCHB grant to promote more comprehensive coordinated care for children with special health needs in the context of their primary care "medical home". | Direct to CSHN - Special Services                        |
| <b>39606</b>      | Universal Newborn Hearing Screening            | All costs associated with the activities authorized under a grant from HRSA to support a program of universal newborn hearing screening.  | Direct to Universal Newborn Hearing Screening            |
| <b>39607</b>      | ILEHP Services                                 | All costs associated with grant payments to UVM for ILEHP services for Global Commitment eligible children.   | VCHIP Distribution                                       |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                 | <b>Description</b>   | <b>Allocation Method</b>             |
|-------------------|--|--|--------------------------------------|
| <b>39608</b>      | CYSHN Integration                      | All costs associated with a project to improve access to quality, comprehensive, coordinated community-based systems of services for children and youth with special health needs (CYSHN).   | Direct to CYSHN.                     |
| <b>39718</b>      | ARRA – WIC - Projects                  | All costs associated with two ARRA funded projects – EBT Fruit & Veggie Card implementation and WIC Management Information System replacement planning   | Direct to ARRA –WIC - Projects       |
| <b>39721</b>      | WIC Supplemental Food                  | Costs of WIC food and formula paid directly to dairies and drug companies.   | Direct to WIC Supplemental Food      |
| <b>39725</b>      | WIC General Administration             | Costs (direct or indirect) generally considered to be overhead or management costs. General management costs include those costs associated with program monitoring, prevention of fraud, general oversight and food instrument accountability. Examples include WIC administrative salaries/benefits and other costs necessary to conduct outreach, food instrument reconciliation, monitoring and payment, vendor monitoring, administrative record keeping and reporting. | Direct to WIC Admin                  |
| <b>39729</b>      | WIC Health Care Provider Collaboration | Costs associated with a project to develop and test a model delivering WIC services in collaboration with health care providers.   | Direct to WIC Provider Collaboration |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                      | <b>Description</b>  | <b>Allocation Method</b>                           |
|-------------------|---|---|--|
| <b>39730</b>      | WIC Loving Support                          | Costs associated with a project to use “Loving Support” materials to promote breastfeeding.   | Direct to WIC Loving Support                       |
| <b>39731</b>      | WIC Breastfeeding Peer Counselor Project    | All costs associated with development and implementation of a WIC breastfeeding peer counselor demonstration project.   | Direct to WIC Breastfeeding Peer Counselor Project |
| <b>39732</b>      | WIC Vegetable                               | Costs associated with WIC vegetable.  | Direct to WIC Vegetable                            |
| <b>39735</b>      | WIC Infrastructure                          | Costs associated with two projects to improve the general infrastructure of the Vermont WIC Program: an Auto-Dialer Reminder System and Better Food, Better Health. | Direct to WIC Infrastructure.                      |
| <b>39741</b>      | Maternal and Child Planning and Evaluation  | Staff time, purchased supplies, equipment and services and other costs of MCH planning and evaluation.  | Direct to MCH Grant                                |
| <b>39742</b>      | MCH Primary Care Planning                   | Costs associated with activities related to the development of a comprehensive primary care system of services for children.  | Direct to MCH - Primary Care Planning              |
| <b>39743</b>      | Newborn Screening                           | Staff and contract activity related to the Newborn Screening Program.   | Direct to Newborn Screening MCO Investments        |
| <b>39748</b>      | Abstinence Education                        | Costs associated with the provision of Abstinence Education.  | Direct to Abstinence Education                     |
| <b>39753</b>      | Healthy Babies Payments                     | Reimbursements for payments made to private providers in the Healthy Babies program.  | Direct to Healthy Babies Payments                  |
| <b>39754</b>      | Healthy Babies Payments for CHIP Recipients | Payments to EDS for Healthy Babies services provided to CHIP recipients.  | Direct to Healthy Babies Payments for CHIP         |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                   | <b>Description</b>  | <b>Allocation Method</b>         |
|-------------------|--|---|----------------------------------|
| <b>39758</b>      | School EPSDT Payments                    | Payments to schools of Federal Global Commitment funds to reimburse costs of the EPSDT School Health Access Program.  | School EPSDT Percentages         |
| <b>39759</b>      | Vermont Child Health Improvement Project | Costs associated with this project, a joint effort between UVM, the Office of VT Health Access and the Vermont Department of Health.                              | VCHIP Distribution               |
| <b>39517</b>      | Sex Offense Prevention                   | Costs associated with activities concerned with sex offense prevention, education, training, printing, research, media, etc. Staff time for all above activities. | Direct to Sex Offense Prevention |

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Plan Department 6:

**Health Promotion and Disease Prevention**

The following plan departments, descriptions, and allocation methodologies are costs associated with the Health Promotion and Disease Prevention division: Blueprint, Tobacco Control, Health Promotion, Dental Health. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes.)

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                | <b>Description</b>  | <b>Allocation Method</b>         |
|-------------------|---------------------------------------|---|----------------------------------|
| <b>39501</b>      | HPDP Administration                   | Staff time and operating costs associated with overall administration of the Health Promotion and Disease Prevention Division.  | Relative Share of HPDP Salaries. |
| <b>39509</b>      | HPDP Leave Time                       | Time code for time not worked, such as vacations, holidays, sick leave, personal leave, and compensatory time.  | Relative Share of HPDP Salaries. |
| <b>39511</b>      | Health Promotion                      | Costs associated with activities that generally cover public health education and community organization (programs around exercise, nutrition, stress, smoking, etc.). Central office staff time. | Direct to PHHS Block Grant       |
| <b>39512</b>      | Education and Community Services      | Costs associated with promotion, prevention and surveillance activities for communities or special populations.   | Direct to PHHS Block Grant       |
| <b>39513</b>      | Conference Costs                      | Costs associated with conferences underwritten by the Department to be offset by conference fees or transfers.  | Direct to Conference Costs       |
| <b>39518</b>      | Nutrition for Healthy Vermonters 2000 | Costs associated with activities related to Healthy Vermonters 2000 Nutrition and Physical Activity objectives.   | Direct to PHHS Block Grant       |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                 | <b>Description</b>   | <b>Allocation Method</b>                       |
|-------------------|--|--|--|
| <b>39519</b>      | Fit and Healthy Kids                                   | Costs associated with the Fit & Healthy Kids program.  | Direct to Fit and Healthy Kids MCO Investments |
| <b>39521</b>      | Obesity & Chronic Diseases                             | Costs associated with a program for nutrition and physical activity to prevent obesity and other chronic diseases.   | Direct to Obesity & Chronic Diseases           |
| <b>39524</b>      | Healthy Communities                                    | All costs associated with providing technical assistance and consultation to help communities develop and implement “Healthy Community” policy, systems, and environmental change strategies to address chronic disease prevention and health promotion. | Direct to Healthy Communities.                 |
| <b>39525</b>      | Healthy Communities – ARRA                             | All costs associated with efforts to implement policy, environmental and system changes on a statewide level to address physical activity, nutrition and tobacco use   | Direct to Healthy Communities – ARRA           |
| <b>39562</b>      | Dental Services – Homeless Health                      | Costs associated with activities for the Homeless Health Program including patient care (subcontractors) and program administration.   | Direct to Dental Services - All Other Programs |
| <b>39563</b>      | Dental Services Global Commitment Professional Medical | Costs associated with assessment, treatment plan review, travel and consultations for the Global Commitment program.   | Direct to Global Commitment Administration     |
| <b>39564</b>      | Dental Services –Global Commitment Administration      | Costs associated with claims processing for the Global Commitment program.   | Direct to Global Commitment Administration     |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>               | <b>Description</b>   | <b>Allocation Method</b>                       |
|-------------------|--------------------------------------|--|--|
| <b>39565</b>      | Dental Services – All Other Programs | Costs associated with General Assistance, SPOP, CWEP, WIN, Vocations Rehabilitation, Farm Family, Child Health Services, Headstart and Mental Health Programs. This includes assessment, treatment plan review, claim processing, travel, meals, consultations and meetings. | Direct to Dental Services – All Other Programs |
| <b>39566</b>      | Dental Access Grants                 | Payments to dental providers, hospitals or schools to increase dental access to low income and Global Commitment recipients.   | Direct to Global Commitment Administration     |
| <b>39567</b>      | Dental Health Education              | Costs associated with education, assessment, referrals for treatment, parent notices, in-service training, scheduling, fluoride rinse program, travel, meals, consultation and meetings. (Schools, nursing homes, day care, etc.)  | Direct to MCH Grant                            |
| <b>39569</b>      | Fluoridation                         | Costs associated with school and community fluoridation, promotion, systems management time spent preparing contracts and correspondence.  | Direct to PHHS Block Grant                     |
| <b>39570</b>      | Fluoridation Systems Assistance      | Operating and contractual expenses entailed in assisting community water systems to install and upgrade water fluoridation systems and to improve the operations of these systems.   | Direct to Fluoridation Systems Assistance      |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>              | <b>Description</b>  | <b>Allocation Method</b>                                     |
|-------------------|-------------------------------------|---|--|
| <b>39573</b>      | Oral Health Access Assessment       | Costs associated with an assessment of Vermont's oral health system and the development of a strategic plan to improve that system, especially for children.                      | Direct to Oral Health Initiative                             |
| <b>39574</b>      | Oral Health Workforce               | Costs of all activities associated with a project to expand the state's oral health workforce.  | Direct to Oral Health Workforce                              |
| <b>39575</b>      | Dental Public Health in D.O.'s      | All costs associated with public health dental hygienists in district offices.  | Direct to Dental Public Health in D.O.'s (Global Commitment) |
| <b>39621</b>      | Tobacco Control                     | Costs associated with the Tobacco Prevention and Control project.   | Direct to Tobacco Control                                    |
| <b>39623</b>      | Tobacco Control – Other             | Costs associated with tobacco control program activities that are not funded by CDC, RWJ, ALF or State Settlement funds and are not eligible for Global Commitment reimbursement. | Direct to Tobacco Control – Other                            |
| <b>39627</b>      | Tobacco Community Based             | Costs associated with tobacco community based programs.   | Direct to Tobacco Settlement                                 |
| <b>39628</b>      | Tobacco Countermarketing            | Costs associated with tobacco countermarketing activities.  | Direct to Tobacco Settlement                                 |
| <b>39629</b>      | Tobacco Cessation                   | Costs associated with tobacco cessation programs.   | Direct to Tobacco Settlement                                 |
| <b>39630</b>      | Tobacco Statewide                   | Costs associated with tobacco statewide programs.   | Direct to Tobacco Settlement                                 |
| <b>39631</b>      | Tobacco Surveillance and Evaluation | Costs associated with tobacco surveillance and evaluation programs.   | Direct to Tobacco Settlement                                 |
| <b>39632</b>      | Legacy Foundation                   | Costs associated with a program for smoking cessation and prevention among young adults funded by the Legacy Foundation.  | Direct to Legacy Foundation                                  |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>           | <b>Description</b>   | <b>Allocation Method</b>            |
|-------------------|----------------------------------|--|-------------------------------------|
| <b>39633</b>      | <b>Tobacco Quit-Lines – ARRA</b> | All costs associated with efforts to enhance and expand tobacco cessation quit lines.              | Direct to Tobacco Quit-Lines – ARRA |
| <b>41499</b>      | <b>MMIS-TA</b>                   | Work that is related to Medicaid Management Information System (MMIS) Technical Assistance efforts | Direct to MMIS-TA                   |

| <b>Plan Department</b> | <b>References</b>   |
|------------------------|---|
| 39501<br>39509         | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 7:

**Office of Local Health**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are costs associated with the twelve District Offices around the State. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes.)

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                | <b>Description</b>   | <b>Allocation Method</b>                         |
|-------------------|---------------------------------------|--|--|
| <b>39702</b>      | Office of Local Health Administration | District Office (DO) staff time and other DO costs attributable to completion of administrative functions in support of VDH programs, including office-level planning and goal-setting (not related to a program); staff meetings (not program specific); supervision; general correspondence, paperwork, budget tasks and non-program-specific public meetings, trainings, workshops, and conferences, etc. | Relative Share of Department Salaries minus VSH. |
| <b>39709</b>      | MCH/OLH Leave Time                    | Time code for time not worked such as vacations, holidays, sick leave, personal leave, and compensatory time.  | Relative Share of MCH/OLH Salaries               |
| <b>39711</b>      | Clinic Activities – SPMP              | Time of skilled medical personnel and other costs related to clinic services including intake, assessment, diet screening, nutrition education and food delivery administration. This cost center also includes activities performed by directly supporting staff providing functions supporting the activities above.   | WIC Clinic Spreadsheet                           |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>       | <b>Description</b>   | <b>Allocation Method</b> |
|-------------------|------------------------------|--|--------------------------|
| <b>39712</b>      | Clinic Activities – Non-SPMP | Time of staff other than skilled professional medical personnel and other costs related to clinic services, including intake, assessment, diet screening, nutrition education and food delivery administration.  | WIC Clinic Spreadsheet   |
| <b>39722</b>      | WIC Client Services          | Costs expended to deliver food and other client services and benefits. Examples include: WIC staff salaries/benefits and medical supplies and equipment necessary to conduct diet and health assessments required in the certification process, salary/benefits of WIC staff that issue food instruments and explain their use. WIC staff salary/benefits and other costs necessary to refer clients to other health care and social services, to coordinate services with other programs, to participate in activities which promote a broader range of health and social services for participants and to conduct the impact of WIC on its participants. | Direct to WIC Admin      |
| <b>39723</b>      | WIC Nutrition Education      | Costs associated with all WIC nutrition education activities.  | Direct to WIC Admin      |
| <b>39724</b>      | WIC Breastfeeding Support    | Time and operating expenses associated with promoting and supporting breastfeeding. May include group education, home visiting time, training, materials, travel and space rental.   | Direct to WIC Admin      |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|---------------------------------------|---|----------------------------|
| <b>39736</b>      | Breast Feeding Peer Counseling        | Costs associated with the PHHS Block Grant for expanded activity of Breast Feeding in Franklin and Grand Isle Counties  | Direct to PHHS Block Grant |
| <b>39744</b>      | MCH – Pregnancy/Postpartum            | Costs associated with Maternal and Child Health services benefiting women 22 years of age or over. This covers all costs including staff activities, purchases and grants.  | Direct to MCH Grant        |
| <b>39745</b>      | MCH – Infants                         | Costs associated with Maternal and Child Health services benefiting infants up to 12 months of age. This covers all costs including staff activities, purchases, grants and contracts.                              | Direct to MCH Grant        |
| <b>39746</b>      | MCH – Children                        | Costs associated with Maternal and Child Health services benefiting children 1 to 21 years of age (except pregnant adolescents). This covers all costs including staff activities, purchases, grants and contracts. | Direct to MCH Grant        |
| <b>39747</b>      | MCH – Adolescent Pregnancy/Postpartum | Costs associated with Maternal and Child Health services benefiting pregnant women who are under 22 years of age. This covers all costs including staff activities, purchases, grants and contracts.                | Direct to MCH Grant        |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>   | <b>Description</b>   | <b>Allocation Method</b>                   |
|-------------------|--|--|--|
| <b>39749</b>      | CHP – Maternal and Child Health                                      | Costs associated with case management, counseling and health education, risk reduction intervention, home-based care and other supportive services for pregnant women and infants through age one for CHP commercial members.  | Direct to CHP - Maternal and Child Health  |
| <b>39750</b>      | Healthy Babies   | Time spent in collaboration with DCF's Child Development Division and community-based partner agencies on behalf of Medicaid-eligible pregnant and post-partum women and children ages 0 through 5 years participating in the HBKF, plus allowable costs associated with this work. These tasks include participation in the design and review of HBKF or Children's Integrated Services policies, procedures, protocols, and forms. | Direct to Global Commitment Admin          |
| <b>39751</b>      | Healthy Babies, Kids and Families – Global Commitment Administration | Costs associated with administrative responsibilities for the Healthy Babies program including design and implementation of administrative practices and procedures, assisting recipients with eligibility determination, scheduling appointments, establishing payment rates and claims processing.   | Direct to Global Commitment Administration |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>            | <b>Description</b>   | <b>Allocation Method</b>          |
|-------------------|-----------------------------------|--|-----------------------------------|
| <b>39752</b>      | Global Commitment Skilled Nursing | Costs associated with visits to pregnant women and infants on Global Commitment which are authorized through the Healthy Babies Program for Level II and Level III individuals. Requires a signed physician's order and a plan of care. Includes time spent in: travel to visit site, face to face contact with client, documentation in the client record and case consultations with providers. Do not use this code for the assessment visit.                                       | Direct to Skilled Nursing         |
| <b>39756</b>      | EPSDT Administration Functions 1  | Costs associated with preliminary assessments in the home, comparing treatment to screening abnormalities previously found, determining when a recipient has received a complete screen in accordance with the periodicity schedule and assessing the necessity for and adequacy of medical care and services required by individual recipients. This cost center also includes activities performed by directly supporting staff providing functions supporting the activities above. | Direct to Global Commitment Admin |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>          | <b>Description</b>  | <b>Allocation Method</b>          |
|-------------------|---------------------------------|---|-----------------------------------|
| <b>39757</b>      | EPSDT Administration Function 2 | Costs associated with accounting and auditing; budgeting; program management for categories of services not requiring medical expertise; emergency transportation; non-emergency transportation and home and community-based waiver services; program analysis where the emphasis is cost or utilization of services in lieu of the medical aspects of the program, cost reimbursement including all analytical work related to the program cost of covered services; cost report settlements and establishments of rates; program integrity including any investigation and follow-up activities not directly involving the determination of the medical necessity of specific services; third party liability activities/overpayment collection activities; | Direct to Global Commitment Admin |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>              | <b>Description</b>  | <b>Allocation Method</b>                         |
|-------------------|-------------------------------------|---|--|
| <b>39757</b>      | EPSDT Administration Function cont. | administrative practices and procedures including the development of State plans, administrative rates, cost allocation and provider agreements; all claims processing activities except those involving medical review of complex physician bills, reviewing the medical necessity of prior authorized services and providing required second medical opinions, which would be allowable 75% functions; outreach activities such as notifying clients of required screens from a periodicity schedule, scheduling appointments, informing clients and arranging transportation; eligibility determination; legal services including administrative appeals; and contract management. | Direct to Global Commitment Admin                |
| <b>39766</b>      | Health Contract Services            | Costs associated with activities by employees for/with schools and Headstart which have contracted with the Department of Health for school health services.  | Direct to Health Contract Services               |
| <b>39767</b>      | Foster Children Health Mentoring    | Costs classified as skilled professional medical associated with a pilot program to provide health advocacy and health monitoring services for pre-adolescents and adolescent foster children in the Burlington area.   | Direct to Global Commitment Professional Medical |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>                   |
|-------------------|---|---|--|
| <b>39768</b>      | Foster Children Health Mentoring – Global Commitment Administration | Costs not classified as skilled professional medical associated with a pilot program to provide health advocacy and health monitoring services for pre-adolescents and adolescent foster children in the Burlington area.   | Direct to Global Commitment Administration |
| <b>39771</b>      | EPSDT Outreach and Informing  | Development, evaluation, review and revision of EPSDT informing letters; completion of tasks that bring about the dissemination of these letters or materials; and clarification and problem-solving, when needed, relative to Medicaid beneficiaries' receipt of informing letters; follow-up with newly eligible Medicaid beneficiaries ages zero through 20. | Direct to Global Commitment Administration |
| <b>39772</b>      | EPSDT SYSTEMS/INFRASTRUCTURE BUILDING                               | Time and other costs for tasks that are intended to improve the system of care available to Medicaid/Dr. Dynasaur beneficiaries ages zero through 20 years and pregnant women and, in some instances, for Medicaid beneficiaries 21 years and older.  | Direct to Global Commitment Administration |
| <b>39774</b>      | FOSTERING HEALTHY FAMILIES  | Time spent by VDH staff working collaboratively with DCF Family Services division staff on tasks that improve access to health services for and the health status of children and adolescents in state custody, plus allowable costs associated with this work.   | Direct to Global Commitment Administration |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>             | <b>Description</b>  | <b>Allocation Method</b>                   |
|-------------------|------------------------------------|---|--|
| <b>39776</b>      | Healthy Child Care Vermont (HCCVT) | Time spent by VDH staff on tasks that are intended to improve the health of Medicaid/Dr. Dynasaur beneficiaries attending DCF-regulated child programs, plus allowable costs associated with this work.   | Direct to Global Commitment Administration |
| <b>39778</b>      | SCHOOL-BASED HEALTH ACCESS PROGRAM | Time and associated costs for School-based Health Access Program or Coordinated School Health tasks that are intended to improve the health of school-age Medicaid/Dr. Dynasaur beneficiaries. In limited instances, time spent by Public Health Nutritionists on Coordinated School Health tasks is also covered by this code. This does not include payments to schools that are paid under program code 39758. | Direct to Global Commitment Administration |
| <b>39780</b>      | OTHER PROGRAM INITIATIVES          | Time and other costs related to program or special initiative activities when no other program code is available to use for this work.  | Direct to Other Program Initiatives.       |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>                    | <b>References</b>   |
|---|---|
| 39701<br>39709<br>39712<br>39758<br>39759 | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 8:

**Board of Medical Practice**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated with the Board of Medical Practice.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>              | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|-------------------------------------|---|---|
| <b>39020</b>      | Medical Practice Board              | Costs associated with the Medical Practice Board except those costs specifically described elsewhere.         | Allocation Between Medical Practice Board and Global Commitment Admin |
| <b>39021</b>      | Vermont Practitioner Health Program | Costs associated with the Vermont Medical Society.  | Allocation Between Medical Practice Board and Global Commitment Admin |
| <b>39029</b>      | Medical Practice Board Leave Time   | Time code for time not worked, such as vacations, holidays, sick leave, personal leave and compensatory time. | Direct to Medical Practice Board                                      |

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Plan Department 9:

**Blueprint**

The following plan departments, descriptions, and allocation methodologies are costs associated with the Blueprint for Health. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes.)

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>      | <b>Description</b>  | <b>Allocation Method</b>                                |
|-------------------|-----------------------------|---|---|
| <b>39038</b>      | Blueprint Administration    | All costs associated with administration of the Blueprint for Health Division.  | Relative Share of Blueprint Division Salaries.          |
| <b>39030</b>      | Blueprint Health Systems    | All costs related to changing health systems to support care for people with chronic conditions as identified in the strategic plan. Does not include health systems work associated with a specific condition or funding source. | Direct to Blueprint                                     |
| <b>39031</b>      | Blueprint Self-management   | All costs related to improving self-management of chronic conditions. Does not include self-management work associated with a specific condition or funding source.   | Allocated Between Blueprint and Global Commitment Admin |
| <b>39032</b>      | Blueprint Community Support | All costs related to enhancing community infrastructure and programs to help people manage chronic conditions. Does not include community work associated with a specific condition or funding source.                            | Allocated Between Blueprint and Global Commitment Admin |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>           | <b>Description</b>   | <b>Allocation Method</b>                                |
|-------------------|----------------------------------|--|---|
| <b>39033</b>      | Blueprint Information Technology | All costs related to information system development for the "Vermont Blueprint for Health"; includes projects specific to the strategic plan and linkage to department systems. Does not include information technology work associated with a specific chronic disease condition or funding source. | Allocated Between Blueprint and Global Commitment Admin |
| <b>39034</b>      | Blueprint Provider Practice      | All costs related to assisting health care providers to deliver quality care for chronic conditions more effectively. Does not include provider practice work associated with a specific condition or funding source.  | Allocated Between Blueprint and Global Commitment Admin |

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Plan Department 10:

### Alcohol and Drug Abuse Programs

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are for costs associated with Alcohol and Drug Research and Planning; Alcohol and Drug Abuse Treatment; and Alcohol and Drug Prevention. (It is standard practice that any staff person in the department can code costs to any program code in the department if that code is the most appropriate description of the cost. These plan dept. codes are shown within this Division as an approximate guide to the most likely users of these codes.)

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>   | <b>Description</b>   | <b>Allocation Method</b>                |
|-------------------|--|--|---|
| <b>39801</b>      | Alcohol and Drug Abuse Programs Administration                   | Staff time and operating costs associated with overall administration of the Alcohol and Drug Abuse Programs                     | Relative Share of ADAP Program Salaries |
| <b>39809</b>      | Alcohol and Drug Abuse Programs – Leave Time                     | Time code for time not worked, such as vacations, holidays, sick leave, personal leave and compensatory time.                    | Relative Share of ADAP Program Salaries |
| <b>39811</b>      | Substance Abuse Prevention Consultant System                     | All costs associated with the Substance Abuse Prevention Consultant System including payroll, benefits, travel, operations, etc. | Direct to Substance Abuse Grant         |
| <b>39812</b>      | Vermont Alcohol & Drug Information Clearinghouse                 | All costs associated with Vermont Alcohol and Drug Information Clearinghouse (VADIC) / Prevention communications activities.     | Direct to Substance Abuse Grant         |
| <b>39813</b>      | Community Substance Abuse Prevention Technical Assistance Funds. | All costs associated with Community Substance Abuse Prevention Technical Assistance Funds (Prevention Consultant System).        | Direct to Substance Abuse Grant         |
| <b>39814</b>      | OJJDP  | Costs associated with combating underage drinking through public policy enforcement.   | Direct to OJJDP                         |
| <b>39815</b>      | Juvenile Accountability Incentive Block Grant (JAIBG)            | Costs associated with action steps that will improve the adolescent service system for children in trouble with substance abuse. | Direct to JAIBG                         |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>   | <b>Allocation Method</b>                                       |
|-------------------|---|--|--|
| <b>39821</b>      | Student Assistance Program (SAP) – Prevention                           | Costs associated with the Student Assistance Program through the Prevention Unit.  | TBD (no costs included in current CAP)                         |
| <b>39822</b>      | Youth Initiative – Community Based Programs                             | Costs associated with Community Based Programs, such as the continuation of the New Directions Coalition grants, New Directions staff salaries and operating expenses for things like meetings, publishing reports, travel, etc. | Direct to Substance Abuse Grant                                |
| <b>39823</b>      | Student Assistance Programs (SAP) – Assessment and Referrals            | Costs associated with a school based program for assessment and referral with regard to substance abuse.   | Direct to Student Assistance Programs                          |
| <b>39825</b>      | Strategic Prevention Framework State Incentive Grant                    | All costs associated with the Strategic Prevention Framework initiative targeted to prevent the onset and reduce the progression of substance abuse.   | Direct to Strategic Prevention Framework State Incentive Grant |
| <b>39826</b>      | Strategic Prevention Framework State Incentive Grant - CHAMPS           | The SPF-SIG portion of the CHAMPS initiative, part of the Legislative Common Sense Initiative.   | Direct to Strategic Prevention Framework State Incentive Grant |
| <b>39827</b>      | Strategic Prevention Framework State Incentive Grant-Community          | All community subgrant costs associated with the Strategic Prevention Framework State Incentive Grant.   | Direct to Strategic Prevention Framework State Incentive Grant |
| <b>39828</b>      | Strategic Prevention Framework State Incentive Grant - State Evaluation | All State evaluation costs associated with the Strategic Prevention Framework State Incentive Grant (SPF-SIG).   | Direct to Strategic Prevention Framework State Incentive Grant |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
| <b>39829</b>      | Strategic Prevention Framework State Incentive Grant - Community Evaluation | All Community evaluation costs associated with the Strategic Prevention Framework State Incentive Grant (SPF-SIG). | Direct to Strategic Prevention Framework State Incentive Grant  |
| <b>39831</b>      | Other Opiate Initiatives  | Services supporting opiate treatment other than direct medication assisted therapy.                                | Direct to Substance Abuse Grant                                 |
| <b>39832</b>      | Block Grant Administration  | Costs associated with administration of grant.   | Direct to Substance Abuse Grant                                 |
| <b>39833</b>      | DDRP  | Costs associated with the Drinking Driver Rehabilitation Program including DWI assessments and CRASH schools.      | Number of ADAP Clients Per Quarter (Global Commitment Eligible) |
| <b>39834</b>      | Public Inebriate Program  | Costs associated with program.   | Direct to Substance Abuse Grant                                 |
| <b>39835</b>      | Payments Assistance Program   | Staff time, operating costs and payments to providers to treatment.  | Direct to Substance Abuse Grant                                 |
| <b>39836</b>      | Payments to Providers for Treatment – Outpatient                            | Direct payments.   | Direct to Substance Abuse Grant                                 |
| <b>39837</b>      | Payments to Providers for Treatment – Intensive Outpatient                  | Direct payments.   | Direct to Substance Abuse Grant                                 |
| <b>39838</b>      | Payments to Providers for Treatment – Residential                           | Direct payments.   | Direct to Substance Abuse Grant                                 |
| <b>39841</b>      | Payments to Providers for Treatment: Half-Way                               | Direct payments.   | Direct to Substance Abuse Grant                                 |
| <b>39842</b>      | Payments to Providers for Treatment: Crash                                  | Direct payments.   | Direct to Substance Abuse Grant                                 |
| <b>39843</b>      | Payments to Providers for Treatment: Assessment                             | Direct payments.   | TBD (no costs included in current CAP)                          |
| <b>39844</b>      | Payments to Providers for Treatment: Special Populations                    | Direct payments.   | Direct to Substance Abuse Grant                                 |
| <b>39845</b>      | Alcohol and Drug Abuse Programs Provider Monitoring                         | Costs associated with monitoring activities.   | Number of ADAP Clients Per Quarter (Global Commitment Eligible) |
| <b>39846</b>      | Payments to EDS for Global Commitment: General                              | Direct payments.   | Payments to EDS for Global Commitment: General                  |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>   | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|--|---|--|
| <b>39851</b>      | Payments to EDS for CHIP   | Payments to EDS on behalf of children eligible for the Children's Health Insurance Program.   | Direct to Payments to EDS for CHIP   |
| <b>39852</b>      | Barriers to Treatment  | Payments to remove barriers to treatment.   | Direct to Substance Abuse Grant  |
| <b>39853</b>      | Treatment Improvement  | Costs associated with tracking funds for accreditation and provider data collection.  | Direct to Substance Abuse Grant  |
| <b>39854</b>      | Performance Outcome Indicators   | Costs associated with performance indicators, including support for development of processes for monitoring treatment outcome indicators used for continuous treatment improvement.   | Direct to Substance Abuse Grant  |
| <b>39855</b>      | Service Planning and Coordination  | Costs associated with services to ensure that adequate treatment plans are developed and implemented for adolescents receiving treatment through DDMH facilities and their families. Paid through the transfer of match funds to DDMH.            | Direct to Substance Abuse Grant  |
| <b>39859</b>      | Payments to Providers for Residential Treatment – Non Block Grant Expenses | Direct payments.  | Direct to Payments to Providers for Residential Treatment – Non Block Grant Expenses |
| <b>39860</b>      | ADAP Treatment Unit  | To aggregate the time the Alcohol and Drug Abuse Treatment Unit staff whose assigned duties comprise the assessment, certification and monitoring of residential and individual treatment providers pursuant to the Global Commitment State Plan. | Direct to Global Commitment Administration.  |
| <b>39862</b>      | Methadone Treatment – Block Grant Eligible                                 | Methadone costs not eligible for Medicaid.  | Direct to Substance Abuse Grant  |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>   | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|--|---|---|
| <b>39863</b>      | Student Assistance Program (SAP) – Treatment Grants                  | Payments to providers for treatment: SAP  | Split between Substance Abuse Grant and Global Commitment Admin based on Medicaid allowable share of costs. |
| <b>39864</b>      | Youth Initiative: Outpatient Treatment                               | Costs associated with specialized youth clinicians and case managers. Also grants to preferred providers in a particular geographic area to fund youth treatment services.                  | Direct to Substance Abuse Grant   |
| <b>39865</b>      | Case Management  | Costs associated with services to ensure that adequate treatment plans are developed and implemented for ADAP non- Global Commitment clients in treatment and their families.               | Direct to Substance Abuse Grant   |
| <b>39866</b>      | Payments to Providers – Bradford Operations                          | Payments to OAS, LLC for residential treatment at the Valley Vista Facility.  | Direct to SAPT MOE non-grant.   |
| <b>39867</b>      | Payment to Provider Non Resident Non Block Grant                     | To identify payments to providers for non-residential services that are non-block grant expenditures.   | Direct to Payment to Provider Non Resident Non Block Grant  |
| <b>39868</b>      | Building the Infrastructure of Vermont's Adolescent Treatment System | All costs associated with the enhancement of the service system that treats adolescent substance abuse, including the co-occurring problems of substance abuse and mental health disorders. | Direct to SAMHSA Adolescent Treatment Grant   |
| <b>39869</b>      | Prescription Drug Monitoring Program                                 | Costs associated with developing and maintaining a program to prevent prescription drug abuse in Vermont.   | Direct to Prescription Drug Monitoring  |
| <b>39873</b>      | Youth Risk Behavioral Survey   | Costs associated with survey.   | Direct to YRBS  |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>  | <b>Allocation Method</b>                  |
|-------------------|---|---|---|
| <b>39875</b>      | Needs Assessment – Treatment                  | Staff time, contractual payments and all other costs associated with implementing the needs assessment contract for Treatment contract with began 9/26/97.  | Direct to Needs Assessment Contract       |
| <b>39876</b>      | Needs Assessment – Prevention                 | Staff time, contractual payments and all other costs associated with implementing the needs assessment contract for Prevention contract.  | Direct to Needs Assessment Contract       |
| <b>39877</b>      | Case Management – Rutland Court System        | Costs associated with providing case management services to high risk youth in the court system. Case Managers broker clinical, educational and vocational services and they assure that the clients access the necessary services. | Direct to Substance Abuse Grant           |
| <b>39880</b>      | Community Recovery Centers                    | Costs to provide seed funding to establish community-based and community-run recovery centers which provide a place for self-help, education and referral services in the community.  | Direct to Community Recovery Center Grant |
| <b>39883</b>      | State Data Infrastructure                     | Costs associated with a project to develop an infrastructure for data collection pertaining to substance abuse treatment services.  | Direct to State Data Infrastructure       |
| <b>39884</b>      | Other Treatment Grants – Transitional Housing | Costs associated with short-term (30 to 90 days) housing for clients who have completed formal treatment and are in need of a supportive residential environment to enable them to reestablish themselves in the community.         | Direct to Substance Abuse Grant           |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>                                       |
|-------------------|---|---|--|
| <b>39885</b>      | Transitional Housing-Charitable Choice                                    |   | Direct to Transitional Housing-Charitable Choice (state funds) |
| <b>39886</b>      | Strategic Prevention Framework State Incentive Grant - Community Media    | All Community media costs associated with the Strategic Prevention Framework State Incentive Grant (SPF-SIG).   | Direct to Strategic Prevention Framework State Incentive Grant |
| <b>39887</b>      | Strategic Prevention Framework State Incentive Grant - Community Training | All Community training costs associated with the Strategic Prevention Framework State Incentive Grant (SPF-SIG).  | Direct to Strategic Prevention Framework State Incentive Grant |
| <b>39888</b>      | Methadone Treatment – NonBlock Grant Eligible                             | ± Methadone costs not eligible for SAPT Block Grant reimbursement   | Direct to SAPT MOE non-grant.                                  |
| <b>39889</b>      | Substance Abuse Prevention Administration and Planning.                   | All costs associated with Substance Abuse Prevention including payroll, benefits, travel, operations, etc., for administration, planning, evaluation, and sub-recipient monitoring. | Direct to Substance Abuse Grant                                |
| <b>39890</b>      | Substance Abuse Prevention Community Grants Program                       | All costs associated with Substance Abuse Prevention Community grants program.  | Direct to Substance Abuse Grant                                |
| <b>39891</b>      | Substance Abuse Prevention Community – Project Rocking Horse.             | All costs associated with the Project Rocking Horse grant program.  | Direct to Substance Abuse Grant                                |
| <b>39892</b>      | Substance Abuse Workforce Development                                     | All costs associated with substance abuse workforce development and training.   | Direct to Substance Abuse Grant                                |
| <b>39893</b>      | Direct Outpatient Treatment Services                                      | All costs associated with outpatient, intensive outpatient, or clinical case management services.   | Direct to Substance Abuse Grant                                |

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| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                      | <b>Description</b>   | <b>Allocation Method</b>        |
|-------------------|---|--|---------------------------------|
| <b>39894</b>      | Building Substance Abuse Treatment Capacity | All costs associated with the building of substance abuse treatment capacity in Franklin, Chittenden, Rutland, Caledonia and Orleans County in accordance with the Memorandum of Understanding with the Department of Corrections as authorized by H.859 (S.179) in the 2007-2008 Legislative session. | Direct to Substance Abuse Grant |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>                    | <b>References</b>   |
|---|---|
| 39801<br>39809<br>39833<br>39845<br>39846 | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

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## **Department of Mental Health (DMH)**

### **I. Introduction**

The Department of Mental Health (DMH) was established by the state legislature effective July 1, 2007. For the two prior years, mental health programs had been provided through the Division of Mental Health within the Department of Health (VDH).

Within this document we have included an overview of DMH's organizational structure and a list of the specific functions performed by DMH, referred to as plan departments or cost pools, and the allocation method for each function. Please note that the plan department numbers correspond to internal AHS program codes, from the state accounting system.

Although Mental Health is a separate Department, it continues to receive support services from staff in the Health Department, especially in the business office and in information technology. On July 1, 2009, certain staff were transferred from VDH to DMH in order to give DMH the capacity to provide its own budgeting and statistical services. As of December 31, 2009, VDH only provided IT support for DMH, as DMH moved to Waterbury. Accordingly, this Plan continues to provide a mechanism (Program Code 39002) for VDH IT staff costs to be allocated to DMH programs as appropriate. Costs of these services are distributed over both departments based on relative share of salaries.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## II. Organization

The Mental Health Department contracts with 11 designated community agencies (DAs) to provide services to adults with severe mental illness and adults with less severe emotional or behavioral problems that still disrupt their lives; children and adolescents experiencing a serious emotional disturbance and their families; and anyone who is experiencing an acute mental-health crisis. Between 20,000 and 25,000 Vermonters currently receive mental health services from public providers. Approximately 10,500 clients receive community-based mental health services through Community Rehabilitation and Treatment (CRT) programs and Adult Outpatient programs in FY 2009.

Last year, 9,665 Vermont youth (6.5%) were assigned to Children's Services programs in the public mental health system. These young Vermonters were either experiencing a severe emotional disturbance or were at substantial risk.

The contracted designated agencies also operate mental health Emergency Services Programs which are available 24 hours a day, seven days a week, responding to any individual experiencing a mental health crisis and to communities following natural disasters, accidental deaths, suicides and other traumatic events. Emergency programs also screen situations to determine if there is need for admission into involuntary and/or acute care arrangements. Approximately 3,800 Vermonters were served through these Emergency programs last year.

Inpatient services in Vermont State Hospital (VSH) are for involuntary emergency examinations and commitments in which adults have become dangerous to themselves or others or for psychiatric evaluations of competency to stand trial in criminal cases. The State Hospital, which has 56 beds, is Vermont's only public psychiatric inpatient facility. During FY 2009, VSH served 246 individuals, had 267 admissions and an average daily census of 46.7.

### Cost Impact:

All changes in the Cost Allocation Plan are identified in red. The cost impacts, by category, are as follows.

**Category 2** - Programs in this category are used to identify new grants 100% federally funded.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact

| Plan Dept. | Plan Dept. Name | Description  | Allocation Method | Explanation   |
|------------|-----------------|--|-------------------|---|
| 41499      | MMIS-TA         | Work that is related to Medicaid Management Information System (MMIS) Technical Assistance efforts | Direct to MMIS-TA | Reimbursed by Medicaid at 90%/10% Federal/State split |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

### III. Plan Departments and Allocation Methodologies

Plan Department 1:

#### Indirect Cost Allocations

Nature and Extent of Services: The State of Vermont, Agency of Human Services negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to VDH are included in the CAP and allocated to the appropriate benefiting objectives. VDH also receives allocations from the AHS Office of the Secretary.

| Plan Dept. | Plan Dept. Name                     | Description   | Allocation Method  |
|------------|-------------------------------------|---|--|
| 1000.1     | SWICAP                              | DMH Allocation of Statewide Indirect Costs  | Relative Share of Department Salaries  |
| 1000.2     | Statewide Single Audit              | DMH Allocation of Statewide Single Audit Indirect Costs   | Relative Share of Department Salaries  |
| 1000.3     | Attorney General's Office           | DMH Allocation of Attorney General's Office Costs   | Relative Share of Department Salaries  |
| 1000.4     | AHS Secretary's Office              | DMH Allocation of AHS Secretary's Office  | Relative Share of Department Salaries  |
| 1000.5     | AHS Field Services                  | DMH Allocation of the costs of AHS Field Services   | Relative Share of Department Salaries  |
| 1000.6     | AHS Information Technology          | DMH Allocation of AHS I.T. costs  | Relative Share of Department Salaries  |
| 39002      | Administration-VDH and DMH less VSH | Costs of administrative support for both the Department of Health and the Mental Health Department exclusive of the Vermont State Hospital. These activities include administrative support, applications development, financial management and other support costs that benefit the entire Health Department and the Mental Health divisions of DMH, but not the Vermont State Hospital. These costs originate in the Health Dept. | Relative Share of Salaries of the Departments of Mental Health and Health minus VSH. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>              | <b>References</b>   |
|-------------------------------------|---|
| SWICAP, Single State Audit, and AHS | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

**Mental Health Department**

Nature and Extent of Services: The following plan departments, descriptions, and allocation methodologies are costs associated with Vermont State Hospital (VSH) and Mental Health Grants.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>       | <b>Description</b>                            | <b>Allocation Method</b>              |
|-------------------|------------------------------|---|---------------------------------------|
| <b>39901</b>      | MH – Administration          | Costs associated with office administration.  | Relative Share of MH Program Salaries |
| <b>39909</b>      | MH – Leave Time              | Costs for leave time.                         | Relative Share of MH Program Salaries |
| <b>39950</b>      | VSH Administrative & General | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39951</b>      | VSH Executive Office         | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39952</b>      | VSH Business Office          | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39953</b>      | VSH Admissions               | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39954</b>      | VSH Non-Admissions           | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39955</b>      | VSH Switchboard              | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39956</b>      | VSH Quality Improvement      | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39957</b>      | VSH Word Processing          | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39960</b>      | VSH Brooks 1 Unit            | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39961</b>      | VSH Brooks 2 Unit            | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39962</b>      | VSH Brooks Rehab Unit        | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39963</b>      | VSH Brooks 1 Team            | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39964</b>      | VSH Brooks 2 Team            | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39965</b>      | VSH Brooks Rehab Team        | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39970</b>      | VSH Social Services          | Costs associated with Vermont State Hospital. | Direct to VSH                         |
| <b>39971</b>      | VSH Chaplains                | Costs associated with Vermont State Hospital. | Direct to VSH                         |

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Plan Department 2:

**Mental Health Department (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>        | <b>Description</b>   | <b>Allocation Method</b>               |
|-------------------|-------------------------------|--|--|
| <b>39972</b>      | VSH Volunteer & Library       | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39973</b>      | VSH Medical Records           | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39974</b>      | VSH Nursing Administration    | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39975</b>      | VSH Nursing Education         | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39976</b>      | VSH Clinic                    | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39977</b>      | VSH Laboratory                | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39978</b>      | VSH Ancillary Services        | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39979</b>      | VSH Occupational Therapy      | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39980</b>      | VSH Physical Therapy          | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39981</b>      | VSH Pharmacy                  | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39982</b>      | VSH Housekeeping              | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39983</b>      | VSH Dietary                   | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39984</b>      | VSH Storehouse                | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39985</b>      | VSH Canteen                   | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39986</b>      | VSH Summer Camp               | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>39987</b>      | VSH Barber & Beauty Shop      | Costs associated with Vermont State Hospital.                              | Direct to VSH                          |
| <b>37700</b>      | MH –Global Commitment Admin   | Costs associated with mental health related to Global Commitment admin.    | TBD (no costs included in current CAP) |
| <b>37710</b>      | MH –Global Commitment Program | Costs associated with mental health related to Global Commitment programs. | Direct to Global Commitment Program    |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan Department 2:

**Mental Health Department (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                 | <b>Description</b>  | <b>Allocation Method</b>                            |
|-------------------|--|---|---|
| <b>37720</b>      | MH – CHIPS Global Commitment           |   | TBD (no costs included in current CAP)              |
| <b>37800</b>      | MH – Social Services Block Grant       |   | Direct to Social Services Block Grant               |
| <b>39214</b>      | VRERP Training                         | All training and educational activities related to implementation of the VRERP (Vermont Radiological Emergency Response Plan).                  | Direct to VRERP                                     |
| <b>39538</b>      | Hospital Bioterrorism Preparedness     | Costs associated with a program to support hospitals and other health care entities in preparing for a bioterrorist or other disease emergency. | Direct to Hospital Bioterrorism Preparedness        |
| <b>41499</b>      | <b>MMIS-TA</b>                         | <b>Work that is related to Medicaid Management Information System (MMIS) Technical Assistance efforts</b>                                       | <b>Direct to MMIS-TA</b>                            |
| <b>42005</b>      | Data Infrastructure                    |   | Direct to Data Collection Contract                  |
| <b>42006</b>      | PASARR                                 |   | Direct to Global Commitment Professional Medical    |
| <b>42008</b>      | Global Commitment Administration       |   | Direct to Global Commitment Administration          |
| <b>42014</b>      | MH – Legal                             |   | Mental Health Distribution H - 50%                  |
| <b>42015</b>      | MH - Allocation Pool                   |   | MH- Distribution 50%                                |
| <b>42017</b>      | MH - Director and Assistant            |   | MH- Distribution 50%                                |
| <b>42030</b>      | CAP/GF Match Fund                      |   | Direct to General Fund                              |
| <b>42520</b>      | MH – Homeless Block Grant              |   | Direct to Homeless Block Grant                      |
| <b>42530</b>      | MH – MH Block Grant                    |   | Direct to MH Block Grant                            |
| <b>42570</b>      | MH – Real Choice System Grant          |   | Direct to Real Choice Systems Grant                 |
| <b>42580</b>      | MH – Coalition Prom Comm Based Care Gr |   | Direct to Coalition Prom Community Based Care Grant |
| <b>42600</b>      | MH – General Funds                     |   | Direct to General Fund                              |

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Plan Department 2:

**Mental Health Department (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>            | <b>Description</b>   | <b>Allocation Method</b>               |
|-------------------|-----------------------------------|--|--|
| <b>42610</b>      | MH – Global Commitment Investment | Any expenditures that will be charged as a Managed Care Organization (MCO) Investment under Global Commitment. | Direct to Global Commitment.           |
| <b>42720</b>      | MH – Self Determination/RWJ       |  | TBD (no costs included in current CAP) |
| <b>42730</b>      | MH – Case Rate Payments           |  | Direct to Case Rates Payment           |
| <b>42740</b>      | CRT Doc/Hospital                  |  | Direct to CRT Doc/Hospital Payments    |

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Plan Department 2:

**Mental Health Department (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                               | <b>Description</b>   | <b>Allocation Method</b>                        |
|-------------------|--|--|---|
| <b>42753</b>      | MH – SAMHSA Grant                                    |  | Direct to SAMHSA                                |
| <b>42755</b>      | CoSIG - Co-occurring disorders State Incentive Grant | The costs of all activities associated with a State Incentive Grant from SAMSHA to support the development of integrated services for individuals with co-occurring substance abuse and mental health disorders.   | Direct to CoSIG                                 |
| <b>42756</b>      | Alternatives to Restraint and Seclusion Grant        | The costs of all activities associated with a grant from SAMSHA to implement alternatives to the use of restraint and seclusion in institutional and community-based settings that provide mental health services. | Direct to Alternatives to Restraint Grant       |
| <b>42757</b>      | Youth In Transition                                  | The costs of all activities associated with a grant from SAMHSA to develop a system of care for young adults, ages 16 – 21, with serious mental health problems.   | Direct to Youth In Transition Grant             |
| <b>42758</b>      | Jail Diversion                                       | The costs of all activities associated with a grant from SAMHSA for the implementation of a jail diversion and trauma recovery program for Veterans.   | Direct to Jail Diversion                        |
| <b>42759</b>      | Special Services                                     | The costs of dental services, eye glasses, adaptive equipment and other ancillary services not covered by Medicaid.  | Direct to Special Services (new Final Receiver) |

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Plan Department 2:

**Mental Health Department (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                       | <b>Description</b>   | <b>Allocation Method</b>                        |
|-------------------|--|--|---|
| <b>42760</b>      | MH Outpatient Services for Adults            | The costs associated with mental health assessment, counseling, case management, medication management, care coordination and outreach supports for adults.  | Direct to Adult Outpatient (new Final Receiver) |
| <b>42761</b>      | Mental Health Elder Care                     | This joint initiative of DMH and the Department of Aging and Disabilities funds mental health staff to work with local communities' elders' services network to identify, assess and treat the mental health needs of elders.        | Direct to MH Elder Care (new Final Receiver)    |
| <b>42762</b>      | Mental Health Consumer Support Programs      | The costs to provide peer education, support and advocacy to individuals with serious mental illness, their families, and the community to promote resiliency and recovery   | Direct to Consumer Support (new Final Receiver) |
| <b>42763</b>      | Mental Health CRT Community Support Services | The costs associated with assessment and treatment, medication management, case management, community support, transportation, employment supports, and housing supports for adults who have a severe and persistent mental illness. | Direct to CRT Community (new Final Receiver)    |

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Plan Department 2:

**Mental Health Department (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                 | <b>Description</b>   | <b>Allocation Method</b>                                     |
|-------------------|--|--|--|
| <b>42764</b>      | Mental Health Children's Community Services            | The costs associated with clinical assessment and individualized treatment, individual, group and family therapy, psychiatric evaluation, medication management and consultation, case management, community support, community education, transportation, and housing supports for children who have been diagnosed with a serious emotional disturbance. | Direct to Children's Community Services (new Final Receiver) |
| <b>42765</b>      | Emergency Mental Health for Children and Adults        | The costs associated with 24/7 triage, assessment, mobile outreach, short-term family stabilization, and referral and screening for hospitalization or hospital diversion for children, youth, families and adults experiencing a mental health crisis.  | Direct to Emergency Mental Health (new Final Receiver)       |
| <b>42766</b>      | Respite Services for Youth with SED and their Families | The costs associated with respite services for short-term support and relief to the families of children and adolescents with significant mental health issues.  | Direct to Respite for SED Youth (new Final Receiver)         |
| <b>42767</b>      | CRT Staff Secure Transportation                        | The costs associated with individuals placed in involuntary care who require transport to receiving hospitals and who will have access to alternative transportation options that reduce traumas, provide safety, and are the least restrictive options available.   | Direct to Staff Secure Transport (new Final Receiver)        |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.



Plan Department 2:

**Mental Health Department (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>  | <b>Allocation Method</b>                        |
|-------------------|------------------------|---|---|
| <b>42768</b>      | Peer Supports          | Funds to develop peer-run or peer-guided recovery and peer support services.  | Direct to Peer Supports (new Final Receiver)    |
| <b>42769</b>      | Recovery Housing       | Funds to support approximately 100 - 150 CRT or pending CRT consumers to obtain or retain housing, prevent homelessness, allowing timely step-down from psychiatric inpatient settings, preventing unnecessary hospitalization, preventing rental assistance or subsidy, security deposits, and providing apartment set-up and cover other one-time housing expenditures. | Direct to Recovery Housing (new Final Receiver) |
| <b>42770</b>      | Child Trauma Grant     | The costs of all activities associated with a grant from SAMHSA for the implementation and evaluation of effective trauma-focused and trauma-informed treatment and services for youth in community settings and youth-serving service systems.   | Direct to Child Trauma Grant                    |

*Cost Allocation Plan Guidance:*

| <b>Plan Department</b>           | <b>References</b>   |
|----------------------------------|---|
| 39901<br>39909<br>42002<br>42004 | OMB A-87, Attachment A, Section C (1) (a), and Attachment A, Section B.1. |

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.